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MARYLAND
Department of
Employment and Training

1986 STATE PLAN AND ANNUAL REPORT

1100 NORTH EUTAW STREET — BALTIMORE, MARYLAND 21201

DEPARTMENT OF EMPLOYMENT AND TRAINING
STATE OF MARYLAND
1100 NORTH EUTAW STREET
BALTIMORE, MARYLAND 21201

OFFICE OF THE SECRETARY
(301) 383-5070

HARRY HUGHES
GOVERNOR

BRENT M. JOHNSON
SECRETARY

January 31, 1986

The Honorable Harry Hughes
Governor of Maryland
State House
Annapolis, Maryland 21404

Dear Governor Hughes:

I am pleased to present the Department of Employment and Training's 1986 State Plan and Annual Report. This document details the department's mission, from which the departmental goals and objectives are derived. It provides a summary of program development as well as a measure of the department's growth and achievement. It focuses on local labor market information and the positive impact that the department's local offices are making throughout Maryland.

The mission statement pinpoints the department's purpose and describes how each program contributes to the fulfillment of that mission. In either direct or supportive fashion, each program strives to provide Maryland business with a productive and well-trained work force and to provide Maryland citizens with the opportunity to achieve their maximum career potential. To reach this goal the department is enlisting the support and cooperation of both private business and public agencies. With the commitment of these groups, the department will continue to develop a work force capable of meeting the present and future needs of Maryland's economy.

This departmental report is designed to give the executive and legislative branches of state government a working document detailing the operation of the Job Training Partnership Act, the Unemployment Insurance program, the Apprenticeship and Training Council, and the Maryland Job Service. It also sets forth the department's initiatives for improving its current level of services.

As this plan and annual report documents, the department is continuing to enhance the quality of life of Maryland's citizens, continuing to increase the productivity of Maryland's work force and continuing to accomplish its mission, which is "to keep Maryland working."

Sincerely,

Brent Johnson

Secretary

MARYLAND
Department of
Employment and Training

STATE PLAN AND ANNUAL REPORT

JANUARY 1986

1100 NORTH EUTAW STREET — BALTIMORE, MARYLAND 21201

STATE OF MARYLAND
DEPARTMENT OF EMPLOYMENT AND TRAINING

MARYLAND STATE DEPARTMENT OF EMPLOYMENT AND TRAINING

The Honorable Harry Hughes
Governor

Brent M. Johnson
Secretary

R. Malcolm-Rodgers
Deputy Secretary

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Asistant Secretary
Joseph D. Burruss

Job Training and Placement Administration
Assistant Secretary
James E. Callahan

Unemployment Insurance Administration
Assistant Secretary
Raymond J. Wright

Office of the Attorney General
Alexander Wright, Jr.
Principal Counsel

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Director

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Preface

This is the third Department of Employment and Training (DET) Plan and Annual Report. The document records the program activity of the past state fiscal year (SFY '85), explains departmental goals for the present fiscal year (SFY '86), details labor market activity in the state's twenty-four political subdivisions, and describes the organizational structure and types of programs operated by the department.

In presenting this plan to the Governor and the Legislature, it is understood that the improving condition of Maryland's economy has had positive effects on the growth and development of departmental programs. From the employment, training, and unemployment insurance perspective, these improved conditions are obvious. In comparison to SFY '84, job placements by the Maryland Job Service have increased, Job Training and Placement Administration (JTPA) training program performance by the state's ten service delivery areas (SDAs) has improved, and the Unemployment Insurance Trust Fund's solvency is at its highest level since the recessions of the 1970s. Illustrations of each of these developments and other highlights of the department's progress are contained in this annual report.

In detailing departmental initiatives and achievements this document meets the requirement of Maryland law which stipulates that each department submit an annual report to the Governor and Legislature. Within this report, the major sections include:

- The Mission of the Department, which states why the department was created and, in broad terms, what the agency does to maintain and increase its positive impact on the state's labor force and economy;
- An Historical Overview of employment and training programs in Maryland, which affords the reader an understanding of the development and progress of employment and training programs during the last eight decades;
- The Departmental Structure, which describes the individual units which comprise the department, so that the reader can understand the functions of individual administrations and offices within the agency;
- Fiscal Information, which explains departmental funding sources and how the funds are allocated for services;
- Goals, Objectives, Implementation Strategies and Progress Statements, which outline specific policy issues flowing from the mission and which provide operational units with interdepartmental and intradepartmental guidance for implementing and evaluating program objectives;
- Departmental Highlights, which describe major achievements of both program and administrative units;
- Local Employment and Training Facts, which focus on the impact DET local offices and programs have on economic and labor market conditions in Baltimore City and the 23 counties of Maryland;
- The Youth Section, which details the status of youth in the state's current labor market and projects youth employment status through 1990; and
- Individual Program Sections, which report on activity for SFY '85 of the Job Training Partnership Act, the Maryland Job Service, Maryland Apprenticeship and Training Council, and Unemployment Insurance.

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Department of Employment and Training

Statement of Nondiscrimination from the Office of the Secretary

All programs, policies, procedures, and activities conducted by and through the Department of Employment and Training, its employees, contractors, and subcontractors shall be conducted without regard to race, color, national origin, sex, age, religion, marital status, political affiliation, or mental or physical handicap.

The department will provide for the review and monitoring of personnel activities (such as new hires, reclassifications, transfers, and promotions) to ensure the equitable consideration of minority, female, and handicapped applicants.

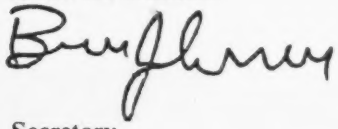
Where under-utilizations are found, the department will initiate appropriate affirmative action measures to attract, hire, and promote minority, female and handicapped employees and applicants.

Also, any employee who is aware of or an object of discrimination by another employee or a policy or practice of the department should notify the appropriate supervisor, Equal Opportunity Liaison, or the Equal Opportunity Office.

It shall be the responsibility of all administrators, managers and supervisors to disseminate this policy to all persons under their authority and conspicuously post this policy in offices and client waiting areas.

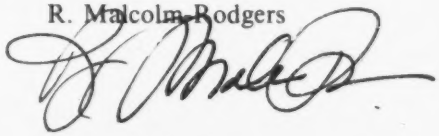
It shall also be the responsibility of each administrator, manager, and employee to maintain a work and service atmosphere free of discrimination.

Brent M. Johnson



Secretary

R. Malcolm Rodgers



Deputy Secretary
Fair Practices Officer

Equal Opportunity Standards

The Department of Employment and Training is administered in accordance with equal opportunity goals established by both state and federal laws. All departmental programs are subject to these laws and regulations. Below are brief summaries of the major laws and regulations that affect the programs of the department and its subcontractors.

Article 49B Annotated Code of Maryland:

Prohibits employment discrimination on the basis of race, color, sex, national origin, ancestry or religion, age, marital status, or physical or mental handicap.

Governor's Code of Fair Practices (Executive Order 01.01.1976.05):

Prohibits improper discrimination on the basis of race, color, creed, sex, age, national origin, political or religious affiliation, marital status, or physical or mental handicap with respect to state employment and requires the establishment and implementation of affirmative action plans.

Executive Order 11246, as amended by Executive Orders 11375 and 12086:

Prohibits discrimination in employment by federal contractors and subcontractors on the basis of race, color, religion, sex or national origin and requires covered contractors to practice affirmative action.

Title VI and Title VII of the Civil Rights Act of 1964, as amended:

Prohibits employers from discriminating against individuals on the basis of race, sex, religion, color, or national origin, and also covers illegal sexual harassment.

The Age Discrimination in Employment Act of 1967 (ADEA), as amended:

Prohibits employers from discriminating against employees and applicants for employment who are between the ages of 40 and 70 because of their age.

The Fair Labor Standards Act (FLSA):

Establishes standards for minimum wages, equal pay, overtime, and child labor. An equal pay standard was added in 1964 as an amendment to the FLSA by way of the Equal Pay Act of 1963.

The Equal Pay Act:

Prohibits sex discrimination in compensation by barring employers from paying any employee "at a rate less than the rate at which he/she pays wages to employees of the opposite sex in such establishment for equal work on jobs the performance of which requires equal skill, effort, and responsibility and which are performed under similar working conditions."

Title IX of the Education Amendments of 1972:

Prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance.

Vietnam Era Veterans Readjustment Act of 1974:

Requires affirmative action to hire qualified disabled veterans and veterans of the Vietnam era.

Age Discrimination Act of 1975:

Prohibits age discrimination in programs receiving federal financial assistance.

The Rehabilitation Act of 1973, as amended (Sections 503 and 504):

Requires that covered employers provide equal employment opportunities for qualified handicapped individuals.

Mission Statement

In 1983 the Maryland General Assembly passed legislation creating the Department of Employment and Training (DET) so that the responsibility for job placement and occupational training would be consolidated in one state agency. Simply stated, the department's mission is to keep Marylanders working. In today's dynamic economy, accomplishing this mission requires a variety of solutions to a myriad of complex problems. Issues confronting DET are:

Forging new partnerships with the private sector for the training and retraining of Maryland's workers;

Replacing jobs lost to high technology and foreign competition;

Retraining dislocated workers;

Promoting the use of apprenticeship training;

Creating new methods of operating DET using computer automation;

Forecasting economic trends to prepare a trained work force for new jobs;

Finding new ways to train the economically disadvantaged to help them enter the work force; and

Administering an unemployment insurance program as the "honest broker" for employers paying into the fund and workers receiving benefits.

A major goal of DET is to provide a well-trained productive labor force for business. Meeting this goal requires the effective coordination of employment and training programs with vocational-technical education, higher education, and industrial training programs. The assessment of future labor market needs and the maintenance of a skilled work force during recessions are crucial. DET must carefully survey the private sector for future job needs and avoid developing training programs for jobs destined to become obsolete.

Another key goal of the department is to give all Marylanders who want to work the opportunity to do so. While accomplishing this goal may be a never ending task, DET can work towards it by creating training programs that teach workers marketable skills. These programs will give the unemployed, economically disadvantaged, and the dislocated worker, the skills needed to compete in the marketplace and successfully gain employment. A major benefit of these programs will be the lessening of the number of individuals dependent on public assistance.

The test of successful manpower training programs is job placement. Maryland's ability to promote economic opportunity and growth to new business and industry hinges on a well-trained work force. Through effective employment and apprenticeship training programs and a responsive job development network, DET can meet the needs of business and workers.

Effective employment and training programs do not take place in a vacuum. Manpower programs must be responsive to all of the forces affecting the economy: foreign competition, new technologies, changing resources, market demand, and various other factors. DET must develop cooperative efforts with other state agencies, local governments, and the private sector, to build a comprehensive service delivery system for Maryland's employment and training programs.

Efforts must be continually made to improve the operation of the unemployment compensation system in Maryland. This system, which assists workers unemployed through no fault of their own and who are willing and able to work, helps to maintain a permanent work force and cushions the economic impact of unemployment on the community. To improve the systems performance, the department, during 1986, will implement an entirely new automated system for paying benefits. Additionally, DET will continue its vigilant efforts to combat fraud and will continue to seek innovative ways, such as Work Sharing, to better assist employers and workers.

The Department of Employment and Training must be willing to conduct a critical self-education of its employees as well as its programs. In addition to representing DET, the department's front line employees contribute to the positive or negative image of the public servant. The citizens of Maryland are entitled to DET's services whether it is for benefits, training opportunities, or available jobs; and DET employees must be accountable for providing these services in a courteous, sensitive, and knowledgeable manner.

Accurate and reliable economic forecasting is crucial for business and DET to do effective planning. Consequently, the department must keep abreast of new methods for researching and analyzing labor market trends. By publishing timely labor market information, DET helps both the public and private sectors prepare for future business cycles.

While DET can attempt to predict labor market trends, other forces affecting the economy and the labor force are more difficult to foresee. The rippling effects of energy shortages, high deficits, and a strongly valued dollar are only some of the events impacting on employment. The best planned training programs can only go so far to counter the effects of these events. Nevertheless, DET can still prepare individuals for new jobs as a sound investment toward a productive economy. A well-trained labor force is as crucial for a prosperous economy as adequate and available financial resources.

DET's mission then must be to develop Maryland's labor force to its fullest potential, to meet the demands of an expanding economy, and to create employment opportunities for those citizens who want to work.

Historical Overview

The Early Nineteen Hundreds

The Maryland General Assembly creates the state's first Employment Service. It is placed under the jurisdiction of the State Board of Labor and Statistics. Within a few years the Board operates Employment Service offices in Baltimore, Hagerstown, Cumberland and at itinerate points on the Eastern Shore.

1903

During World War I, 26 state services and additional offices established by the Federal government are incorporated into the first United States Employment Service. Its mission is to help allocate the nation's manpower in accordance with wartime production needs. As federal support withdrew after the Armistice, the national organizational structure collapsed.

1917

The Thirties

As one of the first steps in the "New Deal", the Wagner/Peyser Act is signed on June 6. It provides for establishment of state Employment Services. The assignment is to confront the need of 15 million unemployed by registering and classifying them for jobs with private employers and on federal work relief projects such as the Civilian Conservation Corps (CCC). In Maryland the Act establishes the National Re-employment Service.

1933

The Social Security Act becomes law. Title III of the act establishes the federal/state unemployment compensation system and provides funding for state Employment Services.

1935

The Maryland State Employment Service (MSES) is established by an Act of the Maryland General Assembly meeting in Extraordinary Session. MSES assumes the responsibilities conducted since 1933 by the National Re-employment Service. In December, the Maryland Unemployment Law is also passed.

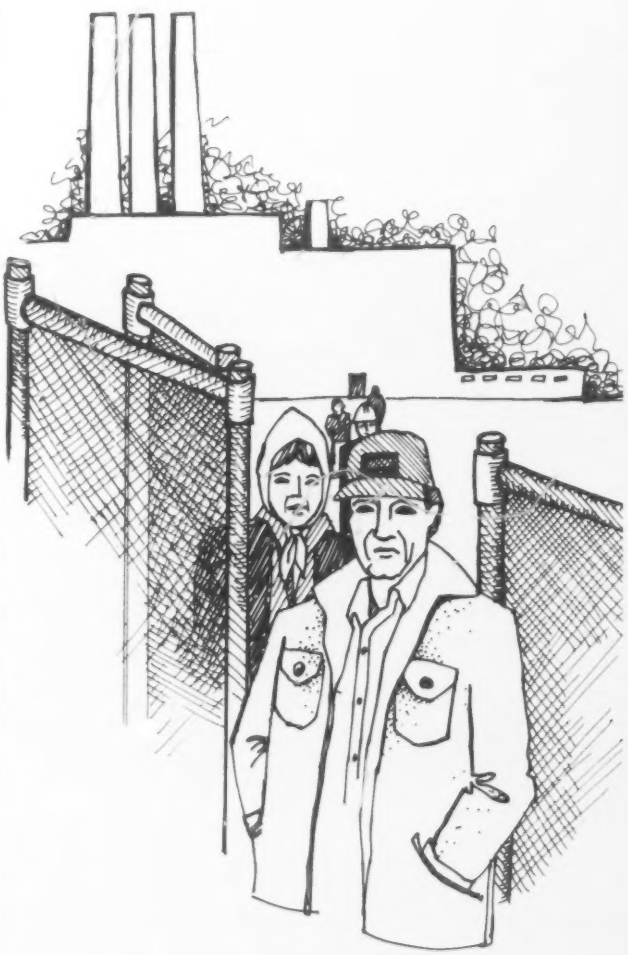
1936

The U.S. Congress adopts the National Apprenticeship Act. The law calls for the promotion of apprenticeship through the Bureau of Apprenticeship and Training of the U.S. Department of Labor. States are encouraged to establish their own agencies.

1937

As of January 1, the first unemployment compensation (UC) benefits are payable in Maryland. In 13 months (since December, 1936) the UC Division is organized; personnel are hired and trained; the program is publicized; liable employers are sought out and advised of reporting and tax payment responsibilities; forms are designed, printed and distributed; and procedures are developed for receiving tax payments and for taking and processing benefits claims.

1938



The Forties

Maryland Governor Herbert J. O'Conor loans the Maryland State Employment Service to the federal government to be operated by the War Manpower Commission. The move, effective January 1, gives the Employment Service the sole responsibility for directing all available help into war plants and the only way the average job seeker can find employment is as directed by the Employment Service.

1942

Congress passes the Servicemen's Readjustment Act which, among other things, establishes the 52/20 program. It provides returning veterans with $20 of unemployment compensation benefits per week for up to 52 weeks.

1944

On November 15, the Maryland State Employment Service returns to state control. This marks the end of federal control during World War II under the War Manpower Commission.

1946

The Fifties

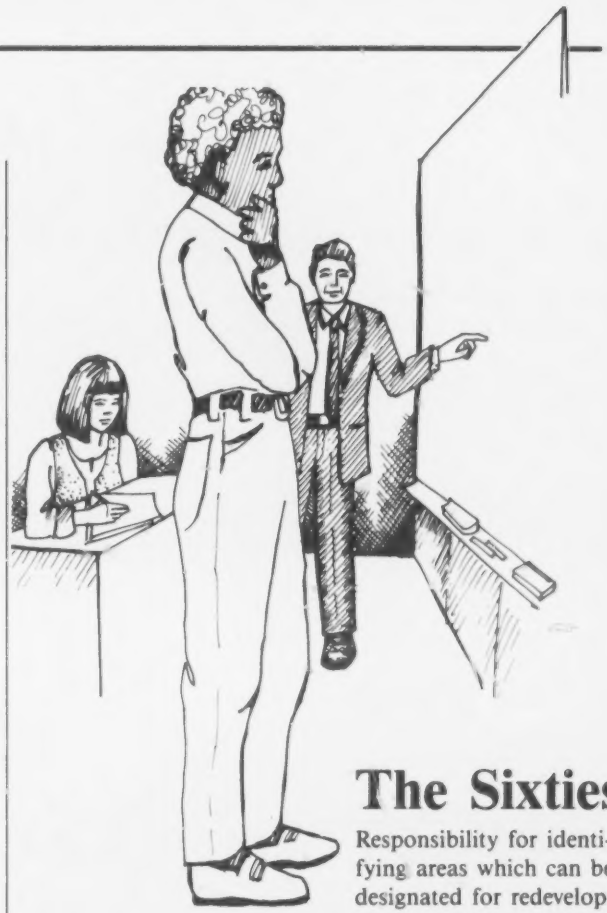
Under provisions of the Vocational Rehabilitation of Disabled Veterans (DAV) Law the Employment Service cooperates with the Veterans Administration to place DAVs in gainful employment.

During the same year the Federal Office of Education and the Employment Service agreed to provide a full range of services to youth and secondary schools. Services include labor market information, employment placement and counseling, aptitude testing, job development, services to drop-outs, placement in part-time and summer jobs, and cooperation in workstudy programs.

1950

Employment opportunities for the handicapped are enhanced by passage of the Vocational Rehabilitation Act. The Employment Service establishes a cooperative relationship with the state Division of Vocational Rehabilitation and designates at least one employee in each office to provide counseling and placement services to the handicapped.

1954



The Sixties

Responsibility for identifying areas which can be designated for redevelopment based on substantial and persistent unemployment is assigned to the Employment Service under the Area Redevelopment Act.

1961

Hallmark legislation for employment training becomes law on March 5 under the Manpower Development and Training Act (MDTA). It provides for occupational training and retraining either institutional or on-the-job, for unemployed and underemployed workers who cannot reasonably be expected to secure full-time employment without such training. The Employment Service cites shortage occupations, develops an applicant pool, initiates training programs, refers to training and places trainees in jobs.

During the same year the Maryland Apprenticeship and Training Council is established as a seven member board appointed by the governor. Its duty is to promote and protect the integrity of the apprenticeship system.

Also, the Trade Expansion Act calls upon the Employment Service to provide full services to workers adversely affected by foreign trade agreements.

1962

An Apprenticeship Information Center is established at the local Employment Service office in Baltimore. It publicizes information to high school students, labor and employer associations and the minority community. The center refers qualified applicants to apprenticeship openings.

1963

The Job Corps, which offers young people opportunities for education, vocational training, and useful work experiences in conservation camps and training centers and the Neighborhood Youth Corps (NYC) for out of school applicants is established by the Economic Opportunity Act.

Employment Service offices are specifically mentioned in the Civil Rights Act to require that all services are provided without regard to race, color, creed, sex or national origin.

1964

Opportunities Industrialization Center (OIC) opens in Baltimore. Unlike other employment training programs, OIC begins as a locally sponsored, black, self-help effort rather than a federally funded program. After demonstrated success, Mayor Theodore R. McKeldin seeks the help of area business leaders to further enhance program opportunities.

1966

The Maryland Employment Service pilots the national model of the Job Bank. It is the first computer assisted placement operation in any state Employment Service in the nation. The computerized central depository of job openings and available manpower is so successful that it is initiated by 100 cities across the nation in the next three years.

1968

The Seventies

As part of the streamlining of Maryland government, the Department of Employment Security is placed with the Department of Social Services into the newly created Department of Employment and Social Services (DESS). In all, 140 different state agencies are made into 12 departments under cabinet-level secretaries. DESS is later renamed the Department of Human Resources (DHR).

1970

Amendments to the Social Security Act provide that the operation of the Work Incentive Program (WIN) be administered by the Employment Service. The program is designed to increase the employability of adults and out of school children, 16 and over, who are currently receiving AFDC (Aid to Families with Dependent Children).

1971

A year of transition for employment and training programs during which the Manpower Development and Training Act (MDTA) is replaced by the Comprehensive Employment and Training Act (CETA). One significant change is a shift in program responsibility from the federal to state and local governments. The program provides temporary subsidized jobs, classroom and on-the-job training, counseling and supportive services.

1973

The Eighties

The Unemployment Insurance (UI) Division of the Employment Security Administration (ESA) leads the nation in implementation of the Model Tax Accounting System. This new, automated method for collecting UI taxes, coupled with a "lock box" system for swift deposit of funds, makes the Maryland agency a national leader in the performance and management of tax programs.

1982

A hallmark year for both national and Maryland employment and training programs. On May 10, Governor Harry Hughes signs legislation creating the Department of Employment and Training. The new department is a consolidation of employment related programs formerly under the responsibility of the Departments of Human Resources and Licensing and Regulation.

The Maryland General Assembly passes the Maryland Job Training Partnership Act (JTPA). Coupled with federal legislation, the JTPA replaces CETA (Comprehensive Employment Training Act).

1983

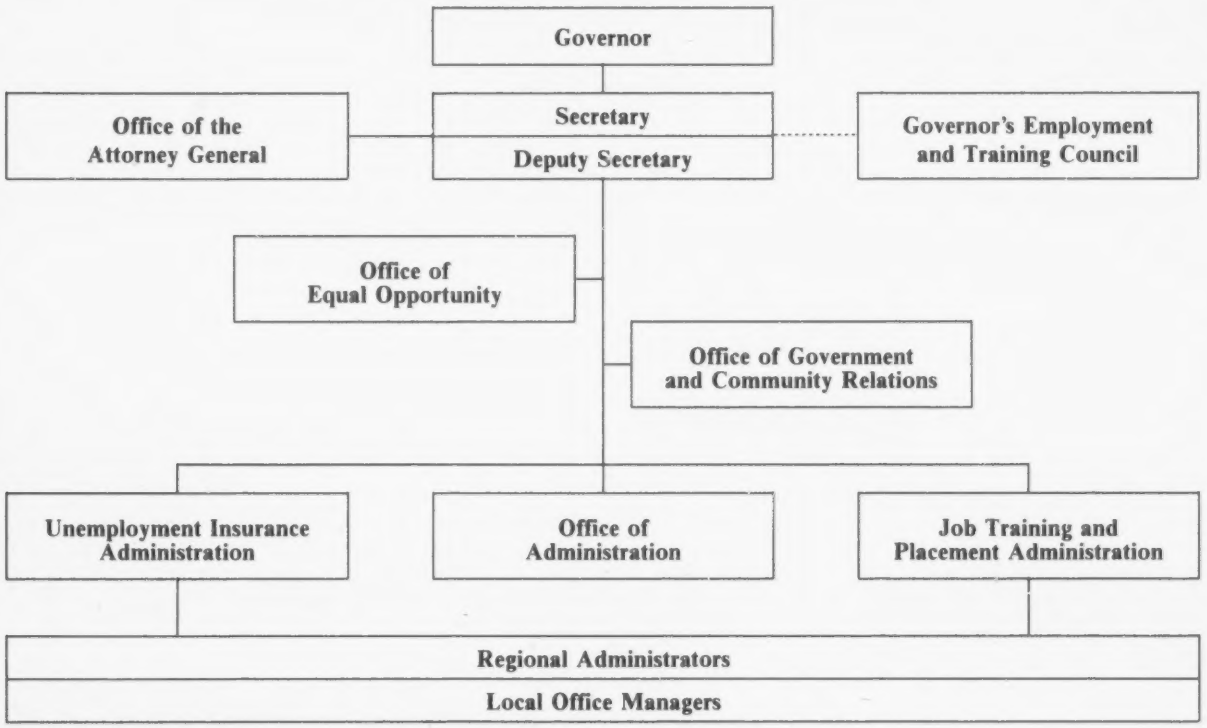
LEGAL AUTHORITY FOR
DEPARTMENT OF EMPLOYMENT AND TRAINING
Maryland Annotated Code, Article 41

	U.S. Congress	Maryland General Assembly
Job Training Partnership Act	Job Training Partnership Act	Maryland Annotated Code Article 100
Governor's Employment and Training Council	Job Training Partnership Act	Maryland Annotated Code Article 100
Job Service	Title III Social Security Act	Maryland Annotated Code Article 95 A
Maryland Apprenticeship and Training Council	National Apprenticeship Act	Maryland Annotated Code Article 41
Unemployment Insurance	Title III Social Security Act	Maryland Annotated Code Article 95 A

Departmental Structure

The department's primary responsibility is the coordination of the state's public and private resources in the area of employment and training and administration of Maryland's Unemployment Insurance (UI) programs. Thus, the secretary acts as the governor's advisor on all matters relating to the state's employment, training, and UI efforts and has the full range of authority over the department and all of its administrative units. The management units of the department are:

Maryland Department of Employment and Training



Unemployment Insurance Administration

The Unemployment Insurance Administration fulfills the Department of Employment and Training's responsibilities under the Maryland Unemployment Insurance Law. The law establishes the framework for a fair and equitable unemployment compensation system in Maryland. The primary functions are to pay benefits to workers who become unemployed through no fault of their own, to promptly notify those individuals who are determined to be ineligible for compensation, to collect unemployment insurance tax contributions from employers, and to provide appeals hearings for employers and claimants from determinations made at lower administrative levels.

The Unemployment Insurance Administration is comprised of four major divisions:

1. The Benefits Division administers the application for and processing of Maryland claims, the adjudication of claims, and the detection and prosecution of fraud.

2. The Contributions Division establishes employer tax accounts and assigns rates, charges benefits, collects taxes on each account, and is responsible for the collection of all delinquent accounts. It also maintains the Unemployment Insurance Trust Fund.

3. The Special Programs Division oversees Interstate, Combined Wage, and federal unemployment benefit programs which include the Trade Adjustment Act, Unemployment Compensation for Ex-Service persons (UCX), Unemployment Compensation for Postal Employees (UCPE), Unemployment Compensation for Federal Employees (UCFE), and Disaster Unemployment Assistance (DUA).

4. The Appeals Division reviews, upon request by affected claimants and employers, benefit and tax determinations made by the Unemployment Insurance Administration. The division is divided into Lower and Higher Appeals. All requests for review of determinations, excepting labor disputes, are heard by Appeals Hearing Examiners in the Lower Appeals Division. Further appeals may then be heard by the Board of Appeals, a three-member panel empowered to review decisions of the Unemployment Insurance Division and the Lower Appeals Division. The Appeals Division is judicially independent of the Unemployment Insurance Administration.

Office of Administration

Administration is charged with the responsibility of directing, coordinating, and evaluating the delivery of administrative services throughout the Department of Employment and Training. The Office of Administration's primary functions are to administer the budgeting and accounting processes; to process all procurement requests and to monitor agency contracts; to maintain office facilities, equipment, and security; to provide technical expertise in recruiting, classifying, training, and counseling employees; to collect, analyze, and disseminate labor market information; and to administer information processing functions.

The Office of Administration is comprised of six divisions and units:

1. The Division of Budget and Finance administers the budgeting process, the financial arrangement process, and the financial reporting process.

2. The Contracts and Procurement Unit is responsible for the overall procurement procedures for the department, as well as monitoring the department's contractual agreements.

3. The Division of General Services is responsible for the maintenance, refurbishment, and repair of the department's owned and leased office facilities; the control of inventory, equipment, and furnishings acquired by the department; the security of departmental facilities; and the operation of supplemental support functions, such as the mailroom, supply room, and print shop, at the principal facility.

4. The Division of Management Information Systems has administrative responsibility for planning and coordinating the department's management information, data processing, and office automation systems.

5. The Division of Personnel and Training is charged with the responsibility of recruiting, retaining, classifying, counseling, and training of its employees and with maintaining good employer-employee relations.

6. The Research and Analysis Division is responsible for maintaining and administering a comprehensive Labor Market Information (LMI) system.

Job Training and Placement Administration

The Job Training and Placement Administration (JTPA) has been established to fulfill the Department of Employment and Training's responsibilities in employment and training services, including the state's labor exchange operations, job training programs, and other job-finding functions such as counseling and job club workshops. These services are authorized under the federal Job Training Partnership Act, the Wagner/Peyser Act, and other employment-related legislation. While federal funds are the backbone of the state's employment and training system, state funds, such as those supporting Apprenticeship and Training Council operations, are also utilized to support these efforts.

The administration functions in three primary areas: employment and training services; labor exchange services; and apprenticeship and training services. In delivering employment and training services, the administration is charged with articulating policy and goals, coordinating employment and training activities, and monitoring and evaluating the performance of the state's employment and training network. The statewide labor exchange system, which matches qualified applicants with jobs, is planned and operated under the Job Training and Placement Administration also. In addition, the administration is charged with the promotion and approval of job training programs as certified apprenticeship programs.

The provision of open access is one overall responsibility which touches all JTPA services; thus, measures are taken to ensure the accessibility of these activities to the disadvantaged, dislocated, and unemployed members of the state's labor force.

The Job Training and Placement Administration has been organized to reflect its dual role of coordination and operations.

1. The Planning and Policy Division ensures effective and efficient employment and training program coordination through the monitoring and evaluation of the JTPA system.

2. The Operational Division supervises:

The Maryland Job Service, which provides labor exchange services in Department of Employment and Training offices located throughout the state; and,

The ten Service Delivery Areas (SDAs) throughout the state, which provide employment and training services under the Job Training Partnership Act; and

The Maryland Apprenticeship and Training Council, which certifies apprenticeship training programs in Maryland.

Office of Equal Opportunity

The primary responsibility of the Office of Equal Opportunity is to admiminister the Department of Employment and Training's comprehensive Equal Opportunity Compliance Program. The department's equal opportunity programs cover all units and divisions to ensure that all programs and activities provided by and through the department comply with the requirements of applicable state and federal laws, regulations, policies, procedures, and guidelines prohibiting discrimination. The Department of Employment and Training actively and aggressively supports the principles of equal opportunity and affirmative action in its employment, service, and contract related activities. Providing accessibility for all applicants, clients, and claimants to the employment and training services of the department is a responsibility shared at both the divisional level and in the Office of Equal Opportunity. Department administrators, managers, and supervisors are expected to consider equal opportunity and affirmative action needs when recruiting, hiring, promoting, transferring, or making any decision relating to employment. Futhermore, there is the responsibility of ensuring that all programs within the purview of the department, that is, the Job Service, the Job Training and Partnership Act, the Maryland Apprenticeship and Training Council, and the Unemployment Insurance program are administered in such a manner as to ensure that principles of equal opportunity and affirmative action are stringently adhered to.

Along with its departmental requirements, the Office of Equal Opportunity also administers those parts of the Department of Labor's Equal Opportunity Compliance Program which relate to the Department of Employment and Training. Regulations of the Department of Labor, implementing Title VI of the Civil Rights Act of 1964, as amended, require that all recipients of federal funds establish compliance programs. Thus, for the Department of Employment and Training, the Office of Equal Opportunity has the responsibility for developing and implementing compliance programs for Unemployment Insurance and Job Service local offices, including activity within each Service Delivery Area.

Office of Government and Community Relations

The Office of Government and Community Relations serves the Department of Employment and Training as coordinator of public information and community relations. This function involves media relations, publications development and coordination, audio visual services, and internal information. Its community relations functions extend to constituent relations, often involving elected representatives, and coordination of charitable activities involving departmental personnel.

Local Offices

Employment, training, and unemployment insurance programs and services are delivered to the state's employers and jobseekers through a network of Department of Employment and Training local offices. Twenty-seven full service offices are organized into five regions. They are Western Maryland, Baltimore Metropolitan, Southern Maryland, the Eastern Shore, and Central Maryland. These regions parallel the ten Service Delivery Areas created through the Job Training Partnership Act. The alignment enhances coordination of employment and training services with other regional agencies and allows for inter-office and intra-state coordination of departmental programs and services.

On the local level, each office participates in a coordinated employment and training planning process with other service deliverers within the community. The process is overseen by a local Private Industry Council which is comprised of local business and community leaders. This process assures that each office is aware of the specific needs of its community. This allows for the best possible implementation of national and statewide programs on the local level.

Each office offers the broadest range of services possible to the job seeking public. At one central location an individual has access to local labor market information, career counseling and testing, occupational training programs, job finding skills instruction, referral to supportive services, relocation programs, and job development, referral, and placement services. Through the state and national network of Job Service offices, applicants may also seek employment anywhere in the United States. Special programs emphasize services to veterans, the economically disadvantaged, dislocated workers, the handicapped, unemployment insurance recipients, youth, migrant and seasonal farmworkers, older workers, and welfare recipients.

The ultimate success of the Job Service is measured by the number of qualified applicants placed with employers. To meet employers' personnel needs, each office provides the employer community with positive recruitment and employer outreach services; applicant testing; and the opportunity to list job openings locally, statewide, and nationally through the Job Bank. On a continuous basis, employers are asked to evaluate and recommend improvements to employer services through Job Service Employer Committees.

Department of Employment and Training local offices serve as the source for unemployment insurance benefits in every area of the state. This program serves to further the economic security of Maryland residents and, as a result, provides for a more stable local economy. Functioning as an "honest broker" between claimants and employers, each local office determines eligibility, processes claims for payment, and provides reemployment assistance to laid-off workers.

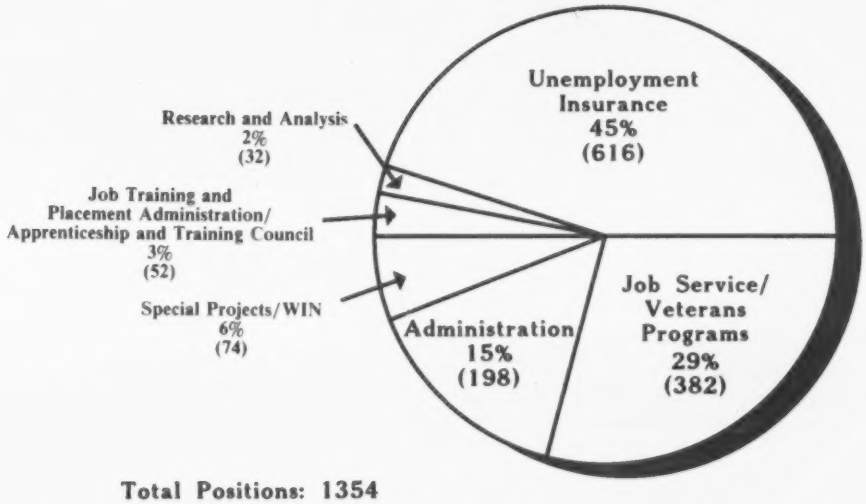
Through a staffing formula unique in government service, each local office earns its unemployment insurance staff on a piece rate (workload function) basis. This requires the maintenance of an intermittent staff and allows for an automatic increase or decrease in staff size commensurate with workload. The result is one of the most economically administered government programs in the nation.

Budget Information

The Department of Employment and Training has a total budget of $87 million for state fiscal year 1986. Of that amount 96% is federally funded. The remaining 4% are state funds.

The Positions by Program chart indicates the percentage breakdown of personnel by major programs. The 15% for Administration includes the department's General Services, Personnel, Budget and Fiscal, and Data Processing Divisions. Data Processing utilizes over one-half of these positions. All Private Industry Council/Service Delivery Area personnel are employees of the local governments and agencies which operate Job Training Partnership Act programs. No Private Industry Council/Service Delivery Area personnel are included within the department's budget.

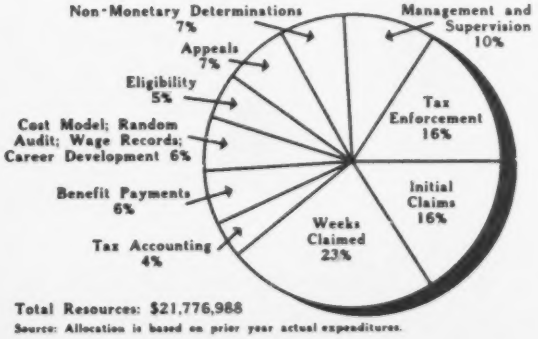
MARYLAND DEPARTMENT OF EMPLOYMENT AND TRAINING
POSITIONS BY PROGRAM
July 1, 1985 — June 30, 1986


Unemployment Insurance 45% (616)
Research and Analysis 2% (32)
Job Training and Placement Administration/ Apprenticeship and Training Council 3% (52)
Special Projects/WIN 6% (74)
Administration 15% (198)
Job Service/ Veterans Programs 29% (382)

Total Positions: 1354

Unemployment Insurance and Job Service/Veterans Programs charts amplify the major programs operated by the Department of Employment and Training. Personnel for these programs work in local Department of Employment and Training offices in Baltimore City and every Maryland county.

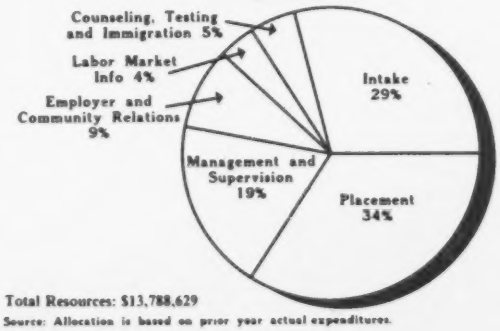
Allocation of Unemployment Insurance Resources
For The Period
October 1, 1985 to September 30, 1986



Total Resources: $21,776,988

Source: Allocation is based on prior year actual expenditures.

Projected Allocation of Job Service Resources
Including Disabled Veteran Outreach Program (DVOP)
and the Local Veteran Employment Program (LVER)
For The Period
July 1, 1985 to June 30, 1986



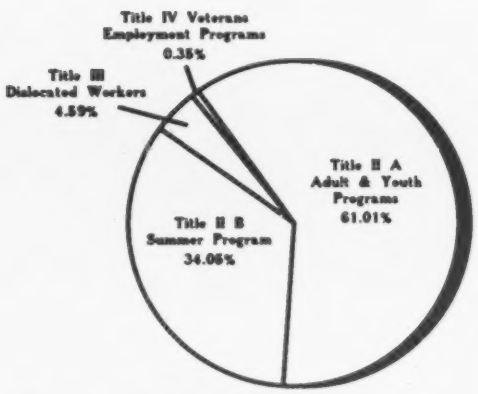
Total Resources: $13,788,629

Source: Allocation is based on prior year actual expenditures.

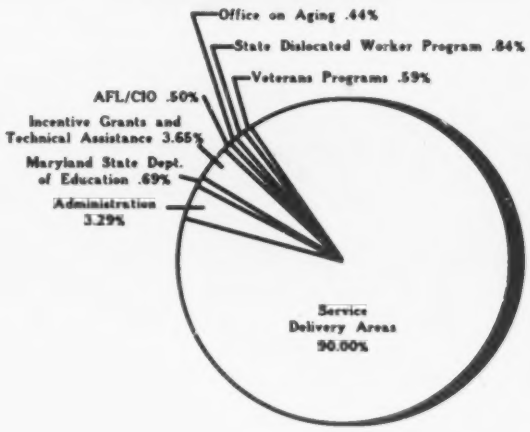
The JTPA Source and Distribution of Funds charts emphasize the administrative role, and not the operational role, played by the department in this employment and training program. The department distributes $39 million to the Service Delivery Areas and other cooperating agencies to operate the actual programs. All Job Training and Partnership Act programs are subcontracted in this manner.

MARYLAND DEPARTMENT OF EMPLOYMENT AND TRAINING

Job Training and Partnership Act
Source of Funds
July 1, 1985 — June 30, 1986


Title IV Veterans Employment Programs 0.35%
Title III Dislocated Workers 4.59%
Title II A Adult & Youth Programs 61.01%
Title II B Summer Program 34.06%

Job Training and Partnership Act
Distribution of Funds
July 1, 1985 — June 30, 1986


Office on Aging .44%
State Dislocated Worker Program .84%
Veterans Programs .59%
AFL/CIO .50%
Incentive Grants and Technical Assistance 3.65%
Maryland State Dept. of Education .69%
Administration 3.29%
Service Delivery Areas 90.00%

Total Resources: $40,890,000

DEPARTMENT OF EMPLOYMENT AND TRAINING
BUDGET SUMMARY
FEDERAL FISCAL YEAR 1986

PROGRAM	FEDERAL	STATE	TOTAL
Job Corps Administration	$0.00		$0.00
Trade Act	$1,300,000		$1,300,000
Targeted Job Tax Credit	$520,000		$520,000
Disabled Veterans Outreach Program	$1,074,496		$1,074,496
Local Veterans Employment Representative	$597,503		$597,503
Job Service — Grants	$12,116,630		$12,116,630
Bureau of Labor Statistics	$520,000		$520,000
Federal Supplemental and Other Compensation Research Grants	$283,630		$283,630
Unemployment Insurance Program Grants	$19,824,785		$19,824,785
Unemployment Insurance Program Contingent Funding	$1,952,203		$1,952,203
Food Stamps	$0		$0
Work Incentive Program	$3,168,000	$352,000	$3,520,000
Job Training Partnership Act	$40,890,000		$40,890,000
General Funded JTPA Allowances		$2,000,000	$2,000,000
MYCC/Youth Employment	$0		$0
Youth Work Experience	$500,000		$500,000
Apprenticeship and Training		$1,409,000	$1,409,000
Child Support	$130,000		$130,000
UI — Automation	$0		$0
TOTAL DET FUND SOURCES	$82,877,247	$3,761,000	$86,638,247

DEPARTMENT OF EMPLOYMENT AND TRAINING
BUDGET SUMMARY
FEDERAL FISCAL YEAR 1985

PROGRAM	FEDERAL	STATE	TOTAL
Job Corps Administration	$0		$0
Trade Act	$1,283,600		$1,283,600
Targeted Job Tax Credit	$644,262		$644,262
Disabled Veterans Outreach Program	$1,049,572		$1,049,572
Local Veterans Employment Representative	$689,575		$689,575
Job Service — Grants	$11,392,064		$11,392,064
Bureau of Labor Statistics	$405,166		$405,166
Federal Supplemental and Other Compensation Research Grants	$287,939		$287,939
Unemployment Insurance Program Grants	$19,960,721		$19,960,721
Unemployment Insurance Program Contingent Funding	$1,041,863		$1,041,863
Food Stamps	$177,232		$177,232
Work Incentive Program	$3,909,378	$434,375	$4,343,753
Job Training Partnership Act	$44,046,546		$44,046,546
General Funded JTPA Allowances		$2,000,000	$2,000,000
MYCC/Youth Employment	$385,045		$385,045
Youth Work Experience	$0		$0
Apprenticeship and Training		$1,107,376	$1,107,376
Child Support	$111,081		$111,081
UI — Automation	$2,485,307		$2,485,307
TOTAL DET FUND SOURCES	$87,869,351	$3,541,751	$91,411,102

DEPARTMENT OF EMPLOYMENT AND TRAINING
BUDGET SUMMARY
FEDERAL FISCAL YEAR 1984

PROGRAM	FEDERAL	STATE	TOTAL
Job Corps Administration	$157,732		$157,732
Trade Act	$1,150,000		$1,150,000
Targeted Job Tax Credit	$639,033		$639,033
Disabled Veterans Outreach Program	$1,054,126		$1,054,126
Local Veterans Employment Representative	$612,725		$612,725
Job Service — Grants	$11,191,067		$11,191,067
Bureau of Labor Statistics	$384,599		$384,599
Federal Supplemental and Other Compensation Research Grants	$244,604		$244,604
Unemployment Insurance Program Grants	$19,998,847		$19,998,847
Unemployment Insurance Program Contingent Funding	$693,382		$693,382
Food Stamps	$327,919		$327,919
Work Inventive Program	$4,856,518	$539,613	$5,396,131
Job Training Partnership Act	$48,428,456		$48,428,456
General Funded JTPA Allowances			
MYCC/Youth Employment			
Youth Work Experience			
Apprenticeship and Training		$141,396	$141,396
Child Support	$118,352		$118,352
UI — Automation			
TOTAL DET FUND SOURCES	$89,857,360	$681,009	$90,538,369

DEPARTMENT OF EMPLOYMENT AND TRAINING
OBLIGATION AUTHORITY COMPARISON FOR FFY 82-86

PROGRAM	FY-82	FY-83	Change From FY-82 TO FY 83 Dollars	Percent	FY-84	Change From FY-83 to FY-84 Dollars	Percent	FY-85	Change From FY-84 to FY-85 Dollars	Percent	FY-86	Change From FY-85 to FY-86 Dollars	Percent
Job Corps Administration	$101,886	$68,598	($33,288)	-32.67%	$157,732	$89,134	129.94%	$0	($157,732)	-100.00%	$0.00	$0.00	0.00%
Trade Act	$50,530	$1,167,625	$1,117,095	2210.76%	$1,150,000	($17,625)	-1.51%	$1,283,600	$133,600	11.62%	$1,300,000	$16,400.00	1.28%
Targeted Job Tax Credit	$370,636	$411,511	$40,875	11.03%	$639,033	$227,522	55.29%	$644,262	$5,229	0.82%	$520,000	($124,262.00)	-19.29%
Disabled Veterans Outreach Program	$511,131	$1,053,094	$541,963	106.03%	$1,054,126	$1,032	0.10%	$1,049,572	($4,554)	-0.43%	$1,074,496	$24,924.00	2.37%
Local Veterans Employment Representative	$269,499	$315,064	$45,565	16.91%	$612,725	$297,661	94.48%	$689,575	$76,850	12.54%	$597,503	($92,072.00)	-13.35%
Job Service — Grants	$7,395,912	$7,166,926	($228,986)	-3.10%	$11,191,067	$4,024,141	56.15%	$11,392,064	$200,997	1.80%	$12,116,630	$724,566.00	6.36%
Bureau of Labor Statistics					$384,599	$384,599	N/A	$405,166	$20,567	5.35%	$520,000	$114,834.00	28.34%
Federal Supplemental and Other Compensation Research Grants					$244,604	$244,604	N/A	$287,939	$43,335	17.72%	$283,630	($4,309.00)	-1.50%
Unemployment Insurance Program Grants	$16,595,767	$20,381,883	$3,786,116	22.81%	$19,998,847	($383,036)	-1.88%	$19,960,721	($38,126)	-0.19%	$19,824,785	($135,936.00)	-0.68%
Unemployment Insurance Contingent Funding	$3,978,167	$3,035,150	($943,017)	-23.70%	$693,382	($2,341,768)	-77.15%	$1,041,863	$348,481	50.26%	$1,952,203	$910,340.00	87.38%
Food Stamps	$244,627	$296,406	$51,779	21.17%	$327,919	$31,513	10.63%	$177,232	($150,687)	-45.95%	$0	$177,232.00	-100.00%
Work Incentive Program	$3,940,229	$6,050,011	$2,109,782	53.54%	$5,396,131	($653,880)	-10.81%	$4,343,753	($1,052,378)	-19.50%	$3,520,000	($823,753.00)	-18.96%
Job Training Partnership Act					$48,428,456	$48,428,456	0.00%	$44,046,546	($4,381,910)	-9.05%	$40,890,000	($3,156,546.00)	-7.17%
General Funded JTPA Allowances								$2,000,000	$2,000,000	N/A	$2,000,000	$0.00	0.00%
MYCC/YOUTH Employment*								$385,045	$385,045	N/A	$500,000	$114,955.00	29.85%
Youth Work Experience Apprenticeship and Training					$141,396	$141,396	N/A	$1,107,376	$965,980	683.17%	$1,409,000	$301,624.00	27.24%
Child Support		$121,805	$121,805	0.00%	$118,352	($3,453)	-2.83%	$111,081	($7,271)	-6.14%	$130,000	$18,919.00	17.03%
UI - Automation								$2,485,307	$2,485,307	N/A	$0	($2,485,307.00)	-100.00%
TOTAL DET FUND SOURCES	$ 33,458,384	$ 40,068,073	$ 6,609,689	19.75%	$ 90,538,369	$ 50,470,296	125.96	$ 91,411,102	$ 872,733	0.96%	$ 86,638,247	($ 4,772,855)	- 5.22

*TRANSFERRED TO THE DEPARTMENT OF NATURAL RESOURCES IN FISCAL YEAR 1986

Goals

This section outlines the goals and objectives for the department, including Unemployment Insurance, Office of Administration, and Job Training and Placement. Also listed are implementation strategies and progress.

Goals, objectives and implementation strategies, which appeared in the 1985 Plan, are followed by statements of progress. In instances where new goals and objectives for 1986 are shown, the implementation strategies include completion dates.

GOALS, OBJECTIVES, IMPLEMENTATION STRATEGIES AND PROGRESS

UNEMPLOYMENT INSURANCE ADMINISTRATION

GOAL 1 TO PROVIDE A SYSTEM OF WAGE PROTECTION FOR WORKERS UNEMPLOYED THROUGH NO FAULT OF THEIR OWN IN A MANNER THAT IS EQUITABLE, EFFICIENT, AND JUST TO BOTH WORKER AND EMPLOYER

Objective 1.1

To improve the timeliness of benefit payments to eligible workers unemployed through no fault of their own.

Rationale

The Unemployment Insurance (UI) system provides income protection during periods of unemployment. Without timely payment of benefits, workers suffer unnecessary hardships in meeting their financial obligations.

Implementation

Institute a fully automated benefit payment system to improve the timeliness and accuracy of both benefit determinations and payments. The external design of this system was completed in 1985; prototype testing in five selected local offices will begin in February through April, 1986 with statewide implementation of the system scheduled for July through September, 1986. Completion date: September 1, 1986.

Expand appeals automation to ensure the quickest possible resolution of issues that represent a bar to the receipt of or overpayment of benefits. An automated case management system was installed in 1985 which has significantly improved case scheduling; additional enhancements will improve management reporting and direct linkage with the UI mainframe system. Completion date: September 1, 1986.

Improve payment timeliness to claimants who reside in other states and who are filing for benefits earned from Maryland employers.

Progress

Enhanced UI on-line data entry, specifically claimant address changes, claimant history updates, and automated separation notices for new and additional claims.

Completed external design for Benefits System Redesign Project (Maryland Automated Benefits System).

Received Federal Automation Grants funding for new benefits payment system and office automation.

Implemented appeals on-line data entry in all local offices to expedite scheduling of appeals hearings.

Initiated planning for integration of appeals case management system into mainframe system.

Implemented an internet system to telecommunicate claims data and correspondence with other states to enhance payment of benefits to interstate claimants.

Objective 1.2

To provide for equitable and consistent determination of claimants' eligibility for benefits.

Rationale

It is critical that the Unemployment Insurance Law be administered in a manner that is fair and accurately represents legislative intent.

Implementation

Continue to update COMAR to reflect legislative changes and to update departmental policy to ensure consistency of application by administrative units and the Board of Appeals. Provide for legislative oversight and concurrence in policy formulation. Completion date: On-going.

Complete administrative policy instruction manuals for line and local staff to improve efficiency and consistency of benefit determinations. Completion date: January 1, 1986

Redesign and fully automate the benefit payment system.

Progress

Revisions to COMAR will be submitted to the Administrative, Executive and Legislative Review Committee for review in March, 1986. A notice and comment period will follow and final COMAR amendments should be published by September 1, 1986.

The first four volumes of policy manuals and field instructions have been issued. Work on the final four volumes has been suspended pending implementation of the new automated benefit payments system. The new benefits system will require major changes in policies and procedures. Revisions are being written in anticipation of the new automation with the understanding that changes will be necessary as enhancements are added to the system.

The benefit payment system has been initiated and will be implemented by September 1, 1986.

Objective 1.3

To ensure that benefit and tax determinations are accurate and to identify possible improvements in system management.

Rationale

To ensure that the benefits and tax systems are equitable, fair, and according to law, it is necessary to establish management systems for the continuous review and analysis of the systems performance.

Implementation

Reduce overpayment and claimant fraud by expanding and strengthening the Quality Control Unit, and by establishing fraud detection methods through automated interstate crossmatches. Program will be expanded in FY 1986 to review double the FY 1985 sample size. Completion date: On-going.

Continually evaluate program quality by enhancing benefits performance evaluations, strengthening the system of in-service training and professional development, and improving awareness of employers and employees of the purpose and rules of the UI program. Completion date: On-going.

Institute a "Report of Hire" system whereby employers voluntarily notify the agency when a new employee is hired or recalled to work. This will prevent improper payments caused by non-reporting of earnings after a claimant returns to work. Completion date: July 1, 1986.

Provide for continuous review of Quality Control findings and establish mechanisms to translate those findings into improved administrative practices and policies. Completion date: On-going.

Progress

Maintained a toll-free Fraud Information Hotline to centralize and coordinate all allegations and investigations of fraud. This system has been widely publicized and has been an effective measure in detecting fraud and abuse.

Amended design of Benefit System Redesign Project to fully integrate an automated overpayment recovery system.

Completed detailed study of the Legal Collections Unit to strengthen and streamline current practices and management.

GOAL 2 TO PROMOTE THE SOLVENCY OF THE UNEMPLOYMENT INSURANCE TRUST FUND

Objective 2.1

To improve the quality and timeliness of Trust Fund projections.

Rationale

The solvency of the Trust Fund is dependent on tax legislation enacted by the General Assembly. The General Assembly is able to provide for adequate, economically sound tax policy only if it is provided with accurate and timely data on tax collection, benefit payments, and the impact of legislative initiatives on the future solvency of the Trust Fund.

Implementation

Identify or develop projection models that rely on regression analysis to identify key predictors of overall economic conditions in the future that impact on tax collections or benefit payments. Completion date: On-going.

Review the UI tax structure in conjunction with the business community to provide for adequate financing and equitable distribution of the tax burden. Completion date: On-going.

Strengthen the data available for impact analysis by implementing an automated benefit payment system.

Progress

Coordinated with the Department of Fiscal Services to develop cyclical projections of unemployment rates.

Improved Trust Fund projections by altering methodology of computing contributions and average benefit amount. Included improved projections in identifying trends in (1) costs incurred by employers who reimburse the fund in lieu of paying taxes, (2) Trust Fund balances, (3) benefit amounts, and (4) contributions.

Objective 2.2

To aggressively pursue collection of overpayments to claimants and delinquent taxes from employers.

Rationale

The Department of Employment and Training has proprietary responsibility for fairly implementing the state's Unemployment Insurance Law and for maintaining the integrity of the Trust Fund.

Implementation

Integrate and automate the benefits overpayment recovery system. Completion date: June - September 1986.

Explore the use of the Automated Tax Intercept Program of the State Comptroller's Office as a mechanism for benefit overpayment recovery.

Establish broader and more effective collection of delinquent taxes through the courts and other means.

Establish rules and procedures for waiver of recovery of overpayments.

Progress

Amended design of benefit system to fully automate and integrate benefit overpayment recovery.

Drafted and resubmitted legislation for the 1986 General Assembly Session to allow the use of tax return intercept for recovery of delinquent taxes and benefit overpayments.

Drafted and submitted legislation to increase the penalties for fraud.

Objective 2.3

To shorten the length of unemployment experienced by individuals, thereby reducing the cost of unemployment insurance to employers, ensuring higher disposable incomes for workers, and increasing the overall productivity of the work force.

Rationale

The solvency of the Trust Fund and the health of the state's economy in general are directly related to the level of employment and productivity among workers in the state. The shorter the duration of unemployment, the less drain on the Trust Fund and ultimately a lower unemployment insurance tax rate for individual employers. The lower the rate, the greater the attractiveness of the state to investment in business growth. Unemployment insurance not only provides temporary wage protection but also provides a ready network to identify and begin helping the unemployed in their reemployment efforts.

Implementation

Develop effective and streamlined administrative systems to identify unemployed workers who have reasonable prospects of reemployment.

Progress

Continued review of the Eligibility Review and Reemployment Assistance program.

Continued to strengthen reporting and referral mechanisms.

Conducted statewide Eligibility Review Program training, emphasizing proper identification and referral of individuals and effective interviewing techniques in order to determine individuals' reemployment assistance needs.

Initiated development of the capability to identify individuals referred to the Job Service who would benefit from more intensive reemployment assistance.

GOAL 3 TO CONTRIBUTE TO IMPROVEMENTS IN PRODUCTIVITY AND THE ECONOMIC SECURITY OF THE WORK FORCE IN THE STATE OF MARYLAND

Objective 3.1

To identify individuals who are unemployed and whose skills are obsolete in their industry or area.

Rationale

Those individuals displaced by industrial shifts or technological changes affecting their occupation are unlikely to return to work without a significant loss in earnings. To maintain their level of productivity and earnings, retraining is necessary.

Implementation

Provide staff with guidelines developed by the Job Training and Placement Administration and the Research and Analysis Division to identify dislocated workers.

Develop special referral procedures to send specifically identified claimants to the Job Service for testing, counseling, and referral to training.

Progress

Established guidelines for identification of dislocated workers.

Established special referral and training systems for workers from industries and businesses that are closing.

Objective 3.2

To maintain a Work Sharing Program within Maryland's Unemployment Insurance Law.

Rationale

A number of states have introduced work sharing as a mechanism for maintaining high levels of productivity

and skills of the total work force and distributing the impact of unemployment across all members of the employer's work force. Work sharing allows claimants, under a plan prepared by the employer and approved by the Unemployment Insurance Administration to claim benefits for days rather than weeks of unemployment. The daily benefit rate is one-fifth of the claimants' normal weekly benefit rate. Without increasing the cost of benefits, an employer could, for instance, shorten his work week from five to four days and avoid a lay off of 20 percent of his work force. This allows the employer to retain workers, for the workers to maintain their skills and benefits, and, in instances where the reduction in force appears permanent, allows workers to seek other employment while still partially employed.

Implementation

Notify Maryland employers of the options and benefits of work sharing programs with brochures and pamphlets explaining the mechanisms of the program.

Assist employers who are encountering cyclical or downward trend employment to register their employees in a work sharing program.

Continue to develop and devise program options in the Work Sharing Program to minimize economic loss for Maryland employers and their employees.

Progress

Distributed statewide to all employers, a pamphlet on establishing work sharing programs.

Established a separate unit to process requests for employer work sharing programs.

Processed over 60 requests for work sharing programs affecting over 3,000 employees in the first year of operation.

Prepared legislation to extend the Work Sharing Program beyond the current June, 1986 sunset date.

OFFICE OF ADMINISTRATION

GOAL 4 TO DEVELOP A TIMELY AND ACCURATE BUDGETING AND ACCOUNTING SYSTEM WHICH WILL ENHANCE PRODUCTIVITY BY GIVING MANAGEMENT MORE ACCESSIBILITY TO THE INFORMATION NEEDED TO PLAN AND EXPEDITE DEPARTMENTAL BUSINESS.

Objective 4.1

To establish an automated on-line budgeting and accounting system.

Rationale

The Department of Employment and Training receives most of its funds from the U.S. Department of Labor. As a state agency, the department functions within the Maryland budgeting and accounting system. As a result, the department operates two systems. To enhance the quality of information provided to program management and to reduce significant duplication of effort in operating multiple accounting and reporting systems, a redesign of present operational procedures is appropriate.

Implementation

The department has been actively participating in the Interstate Conference of Employment Security Agencies, Inc. (ICESA) Accounting System Project. As a result of this participation, the department has requested to be a pilot state for the new cost accounting system. The ICESA Financial Systems User Group has selected the software package developed by Computer Data Systems, Inc., the Financial Accounting and Reporting System (FARS), to replace the current Cost Accounting System. Implementation date: April 1, 1987.

The department has contracted with the national firm of Peat, Marwick and Mitchell to perform a cash reconciliation between the State Accounting Reporting System and the federal system. Completion date: April 1, 1986.

Progress

Began utilization of the Statewide Accounting Reporting System (STARS) which effectively eliminates the need to continue an internal expenditures accounting systems.

GOAL 5 TO PROVIDE QUALITY OPERATIONAL FACILITIES WHICH ARE ACCESSIBLE TO THE PUBLIC AND CONDUCIVE TO A PRODUCTIVE WORKING ATMOSPHERE

Objective 5.1

To improve upon established leasing procedures.

Rationale

Over the past two years procedures have been established to expedite the leasing process. These procedures have included a distribution of leases to appropriate administrative and management personnel, automation of the leasing files, and the establishment of a "tickler file" that notifies pertinent parties within six months of the expiration of an agreement. It will be necessary to continue these procedures to maintain adequate office space that is accessible to the public and to provide a clean and professional environment for employees and clients.

Implementation

Maintain a good working relationship with regional administrators and local office managers, regarding their facilities. Determine when the needs of the agency shift and what locations are suitable. Coordinate activities with the Department of General Services to identify and locate satisfactory accommodations when necessary. Completion date: On-going.

Progress

Established a "tickler file" that notifies the department's Facilities Manager of all leases that are due to expire within a year's time.

Inspected each facility prior to the expiration of its lease.

Distributed all pertinent lease agreements to regional administrators and local office managers.

Monitoring agreements in cooperation with the Department of General Services to ensure that lessors are held accountable for contracted services and, when necessary, coordinating efforts which result in the rental of new office locations.

Objective 5.2

To contract with private vendors at cost-effective prices to perform repairs, maintenance, and restoration of the building at 1100 North Eutaw Street.

Rationale

Needed major repairs at the Department of Employment and Training's headquarters building are long overdue. Staff within the department's General Services Division is adequate for regular maintenance and small scale renovations; however, because of the magnitude of repairs needed at 1100 North Eutaw Street, private contractors must be engaged.

Implementation

The Division of General Services has contracted, through competitive bid or negotiation, to restore the structure and renew the appearance of the headquarters building. Renovations include repainting the building, replacing damaged shrubbery, resurfacing the parking lot, exterior walkways, ramps, stairways, and elevators. Completion date: July 1, 1985.

Progress

Dead shrubbery has been removed, replacement landscaping materials have been planted.

Parking lot has been resurfaced.

Exterior walkways, ramps and stairways are about 80% completed.

An architectural firm has been engaged to provide services for the complete remodeling of the cafeteria.

A consultant has been engaged to review our elevator maintenance contract and evaluate the condition of equipment. The administration plans to develop a modernization program for the four elevators.

GOAL 6 TO ESTABLISH AND MAINTAIN A FIXED ASSET ACCOUNTING SYSTEM FOR THE CONTROL OF ALL EQUIPMENT AND THE PROPER RETENTION AND DISPOSAL OF RECORDS.

Objective 6.1

To identify and inventory all fixed assets valued at $100 or more in acquisition costs.

Rationale

A complete physical inventory of all fixed assets valued at $100 or more in acquisition costs is required by the state at least every three years.

Implementation

The department's Inventory and Records Control Manager will conduct a complete physical inventory. At that time a bar code identification label will be applied to all capital assets. A portable bar code reader will be used to assist in the next physical inventory cycle. Software and hardware will be acquired to provide accurate and reliable data files on all capital assets. Completion date: April 1, 1986.

Progress

Physical inventory has been completed for all headquarters units and local offices. A request for proposal for a comprehensive software and fixed asset control system will be released in January, 1986.

Objective 6.2

To expeditiously remove all inventoried surplus or obsolete equipment from operating facilities.

Rationale

Office space is a precious commodity. A department the size of Employment and Training can ill-afford to use any portion of its space to house surplus or obsolete equipment.

Implementation

As the department-wide inventory of all fixed assets is conducted, all surplus and obsolete equipment will be earmarked for storage or disposal and removed from operating facilities. Completion date: October 1, 1985.

Progress

All surplus and obsolete equipment previously identified was disposed of in accordance with U.S. Department of Labor/state approval by October 1, 1985.

Objective 6.3

To secure approved schedules for retention and disposal of departmental records and to remove, store, or dispose of them in a confidential manner.

Rationale

Maryland regulations require that records be maintained and stored for a minimum of three years and that they must be disposed of in a timely and confidential manner.

Implementation

Approved schedules and procedures for storage and disposal of records will be obtained from the State Archivist. Operational personnel will be informed of time frames and methods for retention and disposal of records and they will be assisted by the Inventory and Records Control Manager in appropriate methods of storage and disposal. Completion date: On-going.

Progress

All retention/disposal schedules have been completed and approved by the State Archivist.

All inactive records of DET have been removed to the state warehouse for storage.

GOAL 7 TO INSTALL AN AUTOMATED STOCKROOM INVENTORY SYSTEM

Objective 7.1

To acquire the necessary software and hardware needed to operate an automated system.

Rationale

Current software packages are available that provide features such as on-hand and on-order balances; historical data; restocking information for daily, weekly, or multi-week ordering; seasonal demand data and lead time factors. The most cost effective approach to an inventory system would be to purchase an existing software package or a limited modification to such a package.

Implementation

A departmental work group is exploring all phases of an automated stockroom inventory system and will develop an implementation plan. Completion date: January 1, 1985.

Progress

The departmental work group responsible for this project explored all phases of an automated stockroom inventory system and issued a request for proposal for this project. A request for proposal for design and implementation of the project was released in June, 1985.

A comprehensive review was made of the bid proposals and the firm Capital Systems, Inc. was selected and recommended for the contract award. The contract has been awarded and the consultants have started to develop a software package for this project.

GOAL 8 TO IMPROVE PERSONNEL INFORMATION FOR BOTH MANAGEMENT AND STAFF AND TO PROCESS PERSONNEL TRANSACTIONS IN A TIMELY MANNER.

Objective 8.1

To convert manual personnel files to a comprehensive interactive automated system.

Rationale

Automated files will present personnel information in a comprehensive manner and help to expedite personnel transactions.

Implementation

Review the present manual system. Determine the requirements for the new automated system. Convert the manual personnel files to the automated system.

Progress

Selected the Answer/DB system, with access to Department of Personnel records. It is now operational. Capability for downloading of mainframe personnel data to micro computer will be achieved by January 1, 1986.

Transferred an automated leave accounting system used by the Department of Health and Mental Hygiene to the Department of Employment and Training. Pilot implementation of the automated leave accounting system is to be completed by January 1, 1986.

Objective 8.2

To develop and implement a comprehensive orientation program for new employees.

Rationale

When individuals begin a career with the State of Maryland and the Department of Employment and Training, they enter into a complex environment of state employee benefits and regulations and employment, training, and unemployment insurance programs.

A comprehensive orientation program can serve to inform new personnel of the system of which they are a part. The more knowledge new employees have of that system the sooner they become fully productive members of the department's work force.

Implementation

Review orientation programs of other departments. Determine what can be used from existing programs. Completion Date: January 1, 1986.

Develop employee handbook. Completion date: December 31, 1985.

Implement orientation program. Completion date: November 1, 1986.

Progress

Review of orientation programs was completed by December 1, 1985.

Draft of employee handbook is in progress.

GOAL 9 TO PROVIDE A COMPREHENSIVE LABOR MARKET INFORMATION SYSTEM WHICH WILL ASSIST STATE AND LOCAL AGENCIES IN IDENTIFYING VOCATIONAL TRAINING NEEDS AND ENHANCING ECONOMIC DEVELOPMENT EFFORTS

Objective 9.1

To study labor market information collection and presentation techniques so as to provide authoritative and readable information as a sturdy foundation on which to market Maryland to business.

Rationale

Many labor market information collection, interpretation, and dissemination techniques are mandated by the federal government. Although these methods meet the needs of Washington, D.C., they do not necessarily address the information needs of business, labor, education, and government in Maryland. State and local needs must be identified.

Implementation

In conjunction with the Governor's Employment and Training Council and in cooperation with the Department of Economic and Community Development, the Department of Employment and Training has convened a Joint Advisory Committee on Labor Market Statistics. The committee shall scrutinize present techniques, develop a strategy for long-term improvement, study ways to effectively localize the data and foster research in the field of labor market statistics.

Progress

A study conducted by the University of Maryland to research seasonal impact on local area unemployment statistics and to evaluate the methodology employed in developing short and long-term unemployment estimates by county showed that the method was inappropriate for unemployment estimates by county.

Objective 9.2

To expand communication with users and to promote Labor Market Information visibility, particularly on the local level, through increased participation by outstation personnel.

Rationale

The department is particularly concerned with the utilization, analysis, and dissemination of Labor Market Information. While the data needs of some user groups are currently being met through the release of regularly produced Labor Market Information products, the data requirements of others are often more specialized and extend beyond the scope of routinely available information.

Implementation

Maintain collaborative relationships with local planning, educational, and economic development groups to ensure that requests for information/assistance are responded to as expeditiously as possible.

Provide technical services/training to assist in interpreting data requirements and to ensure maximum utility of Labor Market Information output.

Conduct informal user needs assessments to help shape the content, format, and timing of Labor Market Information data development.

Promote the cooperative exchange of occupational information and related placement assistance materials between the department and the Career Information Delivery System (CIDS).

Completion date: On-going.

Objective 9.3

To evaluate current data development techniques and introduce improvements to increase data accuracy and detail.

Rationale

Within the department, the Research and Analysis Division (R&A) currently operates a series of federal/state cooperative programs through which data are collected and developed on an on-going basis. These programs provide data on local area unemployment statistics, industrial employment/wage levels, and occupational supply/demand. In order to make the information from these programs of greater utility to Labor Market Information user groups the types of Labor Market Information available, the level of geographic specificity in data production, and the quality of interpretive analysis must be emphasized.

Implementation

Initiate the development of monthly and annual local area unemployment statistics at the Service Delivery Area (SDA) level and develop a means of regularly producing labor force statistics by Minor Civil Divisions (MCD's) and/or election districts.

Study current methods used to develop sub-state occupational projections and explore alternative methodologies/programs employed by other states with the intent of refining and expediting data production techniques.

Supplement the existing occupational supply, demand, and wage information system by initiating a comprehensive, cohesive Occupational Information System (OIS).

Completion date: July 1, 1986.

Progress

Extended existing automated procedures to increase the level of geographic specificity in the production of labor force statistics.

Completed a review of existing/alternative procedures available for use in the development of sub-state occupational projections. Opted for and began installation of a more fully automated and sophisticated computer package for data production.

Initiated a project to provide vocational training and economic development specialists with a microcomputer-based data base of occupational supply, demand, and wage information for the state and each SDA.

GOAL 10 TO CREATE AN INFORMATION ENVIRONMENT WHICH WILL ASSIST DEPARTMENTAL STAFF IN ADMINISTRATIVE AND PLANNING EFFORTS

Objective 10.1

To provide departmental staff with direct and meaningful access to available data to augment administrative efforts and to provide comparative data useful in evaluation and planning.

Rationale

Software systems now exist which organize data and allow end-user inquiry and reporting. Using these systems will leverage the capabilities of the data processing staff in helping the department utilize the tremendous data resource it possesses.

Implementation

Develop a program planning strategy through a series of labor market data input that has both manpower and economic development considerations. There are a variety of sources from which the data elements for this project can be derived. The department plans to address a comprehensive and cohesive Occupational Information Systems (OIS).

Continue to review computer software packages to coalesce, organize, and format all sources of information.

Load Job Training and Placement Administration Management Information System data into data base. Completion date: January 1, 1986.

Progress

In August, 1985, the Baltimore Data Center selected Cullinet to provide integrated software systems to our users. Cullinet's IDMS/R will be the Data Base System that will be used by the department.

Initial review of the national OIS protype has been begun to modify this system for statewide needs. This system is expected to provide users with a microcomputer data base of information regarding occupational supply and demand as well as occupational wages on a statewide basis. It will also provide this information for each SDA. Completion date: June 1, 1986.

GOAL 11 TO LOWER COMPUTER PROCESSING COSTS BY USING MORE SOPHISTICATED AND COST EFFECTIVE 'USER FRIENDLY' SOFTWARE WHICH WILL INCREASE USER INVOLVEMENT IN THE DEVELOPMENT AND USE OF AUTOMATED SYSTEMS

Objective 11.1

To provide the department's operational units direct access to the data available on the computer.

Rationale

People must define, design, write, and operate data processing systems. No matter how sophisticated the technology, its effectiveness is dependent upon the human factor.

Implementation

The new Job Training Partnership Act Management Information System and the Unemployment Insurance Benefits System Redesign Project are systems which are being developed by non-data processing personnel with minimal technical assistance. Systems' support and training will be provided as appropriate software packages are identified.

Progress

Designed and implemented the Job Training Partnership Act Management Information System.

Designed the Unemployment Insurance Benefits System

Redesign Project. The first phase of this project will be operational by February 1, 1986 and the second phase will be operational by July 1, 1986.

Increased communications between the three departmental administrations and the Systems and Programming Unit. Each administration has monthly meetings with team leaders to revise priorities and to review progress on critical tasks.

The Cullinet Data Base System which has been selected by the Baltimore Data Center will be available for Department of Employment and Training personnel use as soon as training and implementation can be accomplished. Completion date: July 1, 1986

GOAL 12 TO PROVIDE OFFICE AUTOMATION FOR DEPARTMENTAL EMPLOYEES WHO WILL REALIZE SIGNIFICANT PRODUCTIVITY INCREASES.

Objective 12.1

To determine those areas of the department in which office automation will yield a positive cost benefit and secure a system to meet those needs in a way that is coordinated with the other information processing needs of the department.

Rationale

The department's operations are information intensive and involve considerable paperwork. Office automation can make this work more efficient and enjoyable.

Implementation

Survey and develop a system to fulfill office automation needs. Completion date: July 1, 1985.

Progress

Office automation systems were surveyed and various software and hardware was identified to be useful for the everyday activities of the agency. From this survey a request for proposal for departmental office automation was developed in June, 1985.

Nine firms responded to the request for proposal. Following evaluation by departmental staff, the Board of Public Works approved the awarding of the contract to IBM. Under the contract, which totals $3.2 million, IBM will furnish all hardware and software. Network Solutions, Inc., a minority contractor, will install the equipment and train departmental staff. Network Solution's sub-contract totals $457,000.

The final phase of implementation will be completed by April 1, 1986. A total of 583 automated work stations will be installed.

IBM is the selected vendor to implement the Department of Employment and Training's Five-Year Automation Plan. The final goal is for every departmental employee who processes data to have an automated work station.

JOB TRAINING AND PLACEMENT ADMINISTRATION

GOAL 13 TO IMPROVE THE COORDINATION OF THE STATE'S EMPLOYMENT AND TRAINING SYSTEM

Objective 13.1

To effectively plan and coordinate the programs and activities of the state's employment and training network.

Rationale

The Department of Employment and Training, in conjunction with the Governor's Employment and Training Council, is charged with the responsibility of developing and maintaining a coordinated network of programs and services throughout Maryland.

Implementation

Maintain and increase cooperative planning and coordinated services among state and local agencies.

Progress

Conducted quarterly Service Delivery Area (SDA) directors' meetings to jointly plan services and to monitor problems effecting program operation and coordination.

Attended all local Private Industry Council (PIC) meetings to provide technical information and to promote joint program planning.

Supported Job Service regional administrator and local office manager membership on all Private Industry Councils to enhance Service Delivery Area/Job Service program coordination.

Developed local Job Service annual plans with input, review and concurrence by Private Industry Councils, Service Delivery Areas, and local elected officials.

Conducted, in cooperation with the Maryland Vietnam Veterans Leadership Program, the Health and Welfare Council of Central Maryland, and local Service Delivery Areas, a comprehensive employment and training program for veterans.

Supported the provision of a wide range of services, in cooperation with Service Delivery Areas throughout the state, to workers facing lay-off from such companies as AT&T Technologies-Western Electric, General Electric,

Kennicott Copper, Allied Chemical, and Black and Decker.

Cooperated with state and local economic development agencies by developing training programs for employers who are expanding, locating, or contemplating locating in Maryland. This utilized both Job Service and Job Training Partnership Act programs in a cooperative effort with the Service Delivery Areas. Companies involved included Con Diesel, Grummann Aerospace, Cardinal Industries, Superfoss, and Bethlehem Steel. It is estimated that this effort will provide in excess of 1200 jobs initially.

Encouraged and supported increased cooperation between Service Delivery Areas and the Maryland Department of Education in the provision of services to youth.

Objective 13.2

To enhance the collection and dissemination of information about training opportunities in the state.

Rationale

Informing Maryland citizens about existing employment and training opportunities assures maximum program utilization.

Implementation

Catalog and disseminate information about existing state and federally-funded training activities.

Progress

Co-funded publication of the State Board for Higher Education's annual edition of "Guide to Higher Education and Job Training Services in Maryland."

Provided speakers to schools to provide information to upcoming graduates on employment and training opportunities in the state.

Published a resource guide for supportive services available to assist veterans in their job search efforts in cooperation with the Maryland Vietnam Veterans Leadership Program.

Sponsored an information seminar on the "Training of Displaced Homemakers" in cooperation with the Department of Human Resources.

Compiled Service Delivery Area, Job Service, and Maryland Apprenticeship and Training Council program descriptions for the Department of Employment and Training's WORKLINE.

Notified all Service Delivery Areas of Maryland Apprenticeship and Training Council certified training programs in their respective areas.

GOAL 14 TO ENHANCE THE QUALITY OF SERVICE PROVIDED TO MARYLAND CITIZENS THROUGH THE DEPARTMENT OF EMPLOYMENT AND TRAINING'S JOB SERVICE

Objective 14.1

To provide more expeditious and responsive service to clients.

Rationale

Applicants who visit Job Service offices want a job. They want to know what is available, and they want to obtain the information with little or no difficulty.

Implementation

In order to provide information in the most efficient manner, the Job Service will enhance its automated service capability and will implement a productivity improvement program so that departmental employees will provide applicants with more responsive service.

Progress

Instituted an automated job matching system throughout the state which identifies potential applicants for a job based on a series of specific criteria. This system enables the department to respond more quickly to applicant requests for information about all job opportunities for which they are qualified. The job matching system was fully operational in all offices in May, 1985.

Currently implementing the On-Line Data Entry and Display System (ODDS) which will improve the efficiency of the applicant registration and job order taking process. Completion date: May 1, 1986.

Developed the Productivity Improvement Program (PIP) in conjunction with the University of Maryland's Center for Productivity and the Quality of Working Life, which aids local staff in identifying and implementing performance improvement strategies so as to increase the quality of services to employers and job seekers.

GOAL 15 TO ENSURE, THROUGH TRAINING, MONITORING, AND EVALUATION, THAT JOB TRAINING AND PLACEMENT ADMINISTRATION PROGRAMS ARE EFFECTIVELY AND EFFICIENTLY OPERATED

Objective 15.1

To improve the management capabilities and performance of Service Delivery Areas through technical assistance, training, and incentive awards.

Rationale

A key element for improving program effectiveness is to increase the management capabilities of and the in-

centives for the staff that plan and implement programs.

Progress

Provided training to Service Delivery Area staff in such areas as financial management and management information systems.

Provided all Service Delivery Areas with incentive awards for meeting their fiscal year 1985 performance standards.

Established performance incentive awards for Service Delivery Areas to train recipients of Aid to Families with Dependent Children (AFDC).

Established performance incentive bonuses to target training services for Displaced Homemakers.

Objective 15.2

To monitor and evaluate Service Delivery Areas, Job Service, and Maryland Apprenticeship and Training Council operations to determine if employment and training programs are being efficiently and effectively operated.

Rationale

Two ways of monitoring and evaluating program activity, are an automated Management Information System and a comprehensive follow-up system. Integrated systems provide information on current program operations and can be utilized to plan future operations.

Implementation

Design, develop, and implement a Management Information System and follow-up system.

Progress

Continued successful operation of the Job Training and Placement Administration Management Information System on the state and Service Delivery Area level.

Designed and implemented a comprehensive evaluation system to determine if Job Training Partnership Act programs are performing according to plan. The first year's results indicated that all Service Delivery Areas met their performance standards. Each received incentive awards for doing so.

Began implementation of the Job Service automation package which was approved under the Department of Employment and Training Five Year Information Processing Plan. The current phase involves the purchasing of appropriate equipment for implementation of the system.

Developed a tracking mechanism at the Maryland Apprenticeship and Training Council that follows a person's progress through the apprenticeship training system. Results provide program completion/dropout rates and reasons for departure.

PLANNING

GOAL 16 TO DEVELOP A DEPARTMENTAL STRATEGY WHICH WILL EFFECTIVELY PLAN, COORDINATE AND ALLOCATE STATE RESOURCES IN THE PROMOTION OF THE EMPLOYMENT SECURITY OF THE CITIZENS AND THE ECONOMIC DEVELOPMENT OF THE STATE

Objective 16.1

To assist the Department of Economic and Community Development in the marketing of Maryland to new and expanding employers by integrating the employment assistance and training programs of the department into the economic development strategies of the Department of Economic and Community Development.

Rationale

In order to expand employment opportunities in Maryland, it is appropriate for the department to join in concert with the state's economic development effort.

Implementation

A coordination plan has been signed by the two departments. Specific steps called for in the agreement are being implemented on an on-going basis.

Progress

Informed Economic and Community Development staff of the nature and size of Job Training Partnership Act training funds.

Oriented Economic and Community Development field staff about employment and training programs.

Accompanied Business and Industrial Development staff on selected prospect calls.

Implemented a coordinated marketing approach in which employment and training information is available through the Department of Economic and Community Development's Green Phone and economic development information is available through the Department of Employment and Training's WORKLINE.

Provided employment and economic development information to the Governor's High Technology Roundtable.

Objective 16.2

To join with other departments and agencies of the state in the development of joint programming efforts to coordinate employment assistance and training services for the citizens of Maryland.

Rationale

There are numerous employment and training programs and facilities within the state. A mission of the

Department of Employment and Training is to coordinate the delivery of these services.

Implementation

The department is establishing joint programming efforts with state cabinet-level agencies, the State Board for Higher Education, and other independent state agencies.

Progress

Signed coordination plans with the Department of Human Resources and the Department of Public Safety and Correctional Services.

Implemented procedures for the department's Job Service to provide personnel services to health institutions operated by the Department of Health and Mental Hygiene.

Applied for participation by the State of Maryland in the Council of State Planning Agencies Policy Academy to Promote Economic Self-Sufficiency for Developmentally Disabled Individuals.

Co-sponsored the Second State Conference on Teenage Pregnancy and Parenting: An Interagency Approach with the Governor's Office for Children and Youth and the Departments of Education, Health and Mental Hygiene, and Human Resources.

OFFICE OF EQUAL OPPORTUNITY

GOAL 17 TO ASSURE THE IMPLEMENTATION OF FEDERAL AND STATE EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION MANDATES GOVERNING THE OPERATIONS OF THE DEPARTMENT OF EMPLOYMENT AND TRAINING.

Objective 17.1

To monitor the operations of local office and administrative units to ensure that equal opportunity objectives are met.

Rationale

An on-going system of reviews must be maintained to determine if components of the employment and training system are adhering to equal opportunity and affirmative action mandates.

Implementation

Establish a compliance review schedule which will permit Equal Opportunity personnel to systematically scrutinize Unemployment Insurance and Job Service local offices, Service Delivery Areas, the Maryland Apprenticeship and Training Council and contractual service providers.

Distribute a report showing the results of the review and recommendations for corrective action to appropriate administrators. Conduct follow-up reviews within six to nine months after the distribution of the report.

During the time before and after compliance and follow-up reviews, maintain a complaint system to provide departmental employees and the general public with an avenue to redress violations of equal opportunity and affirmative action mandates.

Progress

Conducted a comprehensive on-site review of one DET administrative unit and prepared appropriate reports.

Assisted the National Department of Labor office of Civil Rights in finalizing its review procedure of Job Service operations and adopted some components for DET/JS reviews.

Assisted in the development of a JTPA monitoring procedure to include equal opportunity requirements.

Objective 17.2

To establish an EO/504 Designee and Liaison Program.

Rationale

To ensure that every program, office, unit, and employee receives the benefits of and has an opportunity for input into every aspect of DET's Equal Opportunity Program, equal opportunity representatives (Designees and Liaisons) throughout DET are necessary.

Implementation

Each local office and administration will appoint a designee/liaison and advise the Equal Opportunity Office of the appointment.

Develop guidelines outlining the Designee/Liaison Program and provide training to those appointed. Completion Date: July 1, 1986.

Progress

EO/504 Designees or Liaisons have been appointed by each DET local office, administration, and Service Delivery Area.

Guidelines which establish the Designee/Liaison Program have been finalized and the design of a training program has been initiated.

The Equal Opportunity Office has made preliminary contact with each Designee and Liaison.

Equal Opportunity Office staff and DET Assistant Secretaries have determined specific activities of Liaisons.

Objective 17.3

To establish and implement a Department of Employment and Training/504 Program.

Rationale

To ensure that all relevant equal opportunity and affirmative action requirements with regard to the handicapped are initiated, one program incorporating all requirements is beneficial.

Implementation

Develop program guidelines detailing requirements and aspects of DET's 504 Program.

Initiate major components of this 504 Program throughout DET and disseminate relevant procedures to local offices and administrative units.

Completion date: January 1, 1986

GOAL 18 TO ENSURE THE REMOVAL OF ARTIFICIAL BARRIERS TO EMPLOYMENT WITH, AND ADVANCEMENT IN, THE DEPARTMENT OF EMPLOYMENT AND TRAINING, THEREBY INCREASING THE REPRESENTATION OF MINORITIES, FEMALES, AND THE HANDICAPPED IN AREAS WHERE UNDER-REPRESENTATION EXISTS.

Objective 18.1

To require all DET local offices and central office units to compile Annual Affirmative Action Plans and Quarterly Staffing Summaries.

Rationale

To ensure progress, it is important to continually focus the attention of management on affirmative action goals.

Implementation

The planning and summary procedure will allow management personnel who are responsible for compliance with Equal Opportunity and Affirmative Action mandates to author a plan which will address staffing intentions and to quarterly assess that progress. The Affirmative Action Plans will be effective October 1 of each year.

Progress

Developed new guidelines for preparing Quarterly Staffing Reports and disseminated them throughout DET.

Prepared and disseminated revised staffing goals for female and minority staffing.

Prepared and disseminated to local offices and administrative units, statistical analyses of the representation and utilization of females and minorities by comparing them with the revised staffing goals.

Objective 18.2

To review departmental personnel transactions for compliance with Equal Opportunity and Affirmative Action mandates and to make recommendations to the Deputy Secretary of DET on the appropriateness of those transactions.

Rationale

Continuous review of entry and promotional selections complement the affirmative action initiative instituted through annual plans and quarterly summaries.

Implementation

Review procedures are detailed in the DET Manual and occur on a on-going basis.

Progress

Since January, 1984, reviewed two hundred and thirty-one (231) personnel transactions, grades nine and above, for equal opportunity and affirmative action implications. Held meetings to resolve differences and to agree on appropriate affirmative action measures when there were differences between the Equal Opportunity Office's position and that of the appointing authority.

In an effort to be aware of personnel actions prior to their initiation, established a procedure by which personnel transactions are reviewed for actual or potential EO/AA concerns. Two hundred and ten (210) such transactions were reviewed and, where necessary, appropriate contacts were made to prevent potential problems from becoming real.

Objective 18.3

To establish quantitative goals with regard to the employment and advancement of the handicapped.

Rationale

To accurately assess the department's efforts to recruit, hire, and advance handicapped individuals, goals are necessary.

Implementation

Obtain and review civilian labor force statistics for relevant data regarding the handicapped.

Based on above statistics, establish and disseminate quantitative staffing goals to DET administrators. Compared goals to representation of handicapped employees within DET as determined by the Self Identification of Disability Survey. Completion date: July 1, 1985

Progress

Civilian labor force data on the handicapped was obtained and compared to the representation of the handicapped in the DET work force.

Calculated number and percentage of handicapped DET employees.

Based on above comparison, determined that DET's handicapped representation was generally at or above the civilian labor force figures.

Objective 18.4

To provide for the creation of an Equal Opportunity Advisory Board within DET.

Rationale

To ensure that continual identification and discussion of barriers to the employment and advancement of minority, female, and handicapped individuals, input is necessary from all segments of the department.

Implementation

Establish goals, objectives, and responsibilities of the board.

Determine composition of the board by race, sex, handicap, level of responsibility, and/or geographic location.

Identify and appoint board members.

Hold periodic meetings of the board to discuss relevant EO/AA issues.

Progress

The Equal Opportunity Advisory Board began functioning as of January 1, 1986.

OFFICE OF GOVERNMENT AND COMMUNITY RELATIONS

GOAL 19 TO OPERATE AN EFFECTIVE MEDIA OUTREACH PROGRAM WHICH WILL CONVINCE EMPLOYERS AND APPLICANTS THAT THE DEPARTMENT OF EMPLOYMENT AND TRAINING CAN PLAY AN INTEGRAL PART IN THE GROWTH OF THEIR BUSINESSES AND CAREERS.

Objective 19.1

To expand the public's understanding and utilization of the services available through the Department of Employment and Training.

Rationale

The Department of Employment and Training is charged with the major responsibility for employment and training initiatives in Maryland. The department must positively affect every segment of labor force development and marketing. The Office of Government and Community Relations will continue to develop and coordinate aggressive outreach programs informing the public of the department's programs.

Implementation

To reach all involved segments, all communications resources will be utilized including attractive and readable publications and audio-visual communications. To develop the high visibility necessary to catch the attention of employers and applicants, DET will work with television and radio stations to access public service time. The office will also ensure that DET programs are displayed at conventions and meetings. The more traditional methods of press releases, newsletters, and direct correspondence will also be used.

Progress

Produced the weekly public service radio program, "Maryland Employment Scene."

Staffed DET exhibits at major conferences and conventions.

Produced four (4) television and several radio public service spots.

Produced nine new pamphlets/publications for public distribution as well as updated and revised old publications.

Issued 33 press releases, including monthly releases on the state's employment rate estimates and unemployment insurance fraud convictions.

Coordinated the development of WORKLINE, a dial-a-tape telephone information system.

Produced a Job Service documentary video tape, "To Keep Maryland Working."

Produced a periodic newsletter, the Enterprise, and distributed it to businesses, educators, and the public providing information on employment and training services.

OFFICE OF THE ATTORNEY GENERAL

GOAL 20 TO PROVIDE EFFECTIVE LEGAL SUPPORT AND TO PROMULGATE CLEAR AND CONCISE REGULATIONS FOR DEPARTMENTAL ACTIVITIES

Objective 20.1

To remove the backlog of unemployment insurance cases pending in Circuit Courts throughout the State of Maryland.

Rationale

Individuals who are aggrieved by decisions of the administrative agency must be ensured prompt court hearings.

Implementation

Embark on a comprehensive plan to effectively handle over 400 unemployment insurance appeals pending in Circuit Courts. Plan includes computerized docket checks, automation of motion practice, and further computerization of standard forms and pleadings.

Progress

The backlog of cases awaiting the filing of administrative records has been depleted. Prompt court hearings are ensured.

Unemployment Insurance Administration

Through the efforts of the Unemployment Insurance Administration (UI), the department:

Received a $2.5 million grant from the U.S. Department of Labor to fund the new automated benefit system. The system will improve the timeliness and accuracy of the unemployment insurance benefit payment process. The external design of the system is completed and the system is expected to be implemented statewide in February - September, 1986.

Revised regulations pertaining to the Unemployment Insurance Law as part of an effort to initiate a broad review of policies and procedures. The Unemployment Insurance Administration is submitting these revisions for review by the Administrative, Executive and Legislative Review Committee. Many of the current regulations are out-dated and certain areas of law require further clarification and regulation. As a part of this effort, detailed policy and procedure manuals are being created to replace field directives. The new manuals will provide for easier and more equitable application of the law and will establish the basis for more efficient training and retraining of staff. A quarterly monitoring system to cancel or change field directives has been instituted.

Initiated an effort to more fully inform both workers and employers in Maryland of their rights and responsibilities under the Maryland's Unemployment Insurance Law. Many of the concerns that arise in the unemployment insurance system are the result of an imperfect understanding of the laws governing the payment of benefits and the collection of taxes. A public education program targeted to both workers as well as claimants, will ensure that workers are fully aware of the consequences of actions like voluntarily quitting and dismissal for misconduct. A benefits rights interview video has been developed for all local offices to provide information to claimants on their rights and responsibilities under the law.

Taken a number of steps to improve and strengthen the collection of taxes and to minimize improperly paid benefits. Legislation will be introduced to allow the Unemployment Insurance Administration to use the Tax Return Intercept Program to collect delinquent employer contributions and benefit overpayments.

Signed a contract with the Maryland State Chamber of Commerce for the Chamber to develop an employer's handbook concerning the Maryland Unemployment Insurance Law and employer's responsibilities under the law.

Maintained several new approaches to detect and more importantly deter the improper payment of unemployment insurance benefits. The toll-free Fraud Hotline provides for quick and certain investigations of allegations of fraud. Over 1,000 calls have been received during the past year which resulted in the detection of over $100,000 in overpayments. The Unemployment Insurance Administration also maintains a variety of automated fraud detection systems to identify fictitious employers and to identify claimants who are receiving benefits and working both inside and outside of the state. Finally, the revised benefit payment system has been enhanced to provide for greater management control over benefit payment recovery.

Implemented the Work Sharing Program, which became effective July 1, 1984. The program offers employers an alternative to layoffs by providing for a reduction of work hours with supplementation of lost wages with unemployment benefits. To date, more than sixty employers in the state have chosen to use the Work Sharing Program, with over 3,000 employees involved.

Prepared and secured passage in 1985 of six legislative bills which improved the ability for the department to equitably administer the unemployment insurance program.

Achieved all federal desired levels of performance in administration of the Unemployment Insurance Tax Program. It is considered a model program by the U.S. Department of Labor. Among other innovations, Maryland uses a lock box employer remittance depositing system to speed deposits of tax revenues. The tax program has the sixth lowest administrative cost of all fifty states. New employees of the U.S. Department of Labor receive their tax program orientation from the Maryland Unemployment Insurance Administration.

Office of Administration

Through the efforts of the Office of Administration, the department:

Completed the proposal and approval process of the department's first phase of a five-year automation plan. A $3.2 million contract has been awarded to IBM for the development of 583 automated work stations. IBM will supply the computer hardware and software. Network Solutions, Inc., a minority contractor, will provide equipment installation and employee training as a sub-contractor of IBM. Network Solution's subcontract totals $457,000. The first phase is to be completed by April 1, 1986. The goal of the five-year plan is to provide every departmental employee who processes data with an automated work station.

Initiated the cash reconciliation project between the State Accounting Reporting Systems and the federal accounting system. This project was necessary since prior to the establishment of the department, this function had not been completed.

Completed the physical inventory for all headquarter units and all local offices. Surplus and obsolete equipment was so designated and has been disposed of in accordance with the federal and state statute. These inventories were necessary to initiate the first phase of the automated stockroom system.

Continued maintenance of good working agreements with the various divisions of the Department of General Services. This facilitates the procurement of goods and commodities as well as the leasing of offices and other services for which General Services has authority.

Continued the renovations to the department's headquarters facility at 1100 North Eutaw Street. Projects have included landscaping and repairs to the walkways and stairways.

Completed a review of existing/alternative procedures available for use in the development of sub-state occupational projections. Opted for and began installation of a more fully automated and sophisticated computer package for data production.

Published the results of an occupational wage survey conducted for the western portion of the state, offering wage information for approximately 350 occupations.

Responded to requests for information, particularly on wages, unemployment, industrial developments, and occupational supply/demand, which are received from both public and private sector employers on an almost daily basis over the year. Many of these requests were handled informally by central office and out-station Research and Analysis Division (R&A) personnel; however, labor market information was also directly marketed through a series of regularly produced publications. Various data needs were met through the release of publications such as "Employment and Unemployment Watch," "Occupational Wage Information," "Employment and Payrolls Covered by the Unemployment Insurance Law of Maryland," and a "Computer Occupational Guide."

Worked with Job Training and Placement Administration planners on a number of occasions to provide demographic data for use in program development. Previously developed estimates reflecting the economically disadvantaged and dislocated worker populations were revised and distributed. An attempt was made to identify the industrial attachments of dislocated workers through the preparation of a listing of plant closings. In addition, Research and Analysis also developed a series of short-range labor force projections for each of Maryland's counties.

Continued to provide technical assistance to Maryland employers engaged in developing Equal Employment Opportunity (EEO) plans throughout the year. One of the major steps in providing this assistance was the preparation of statistical packets designed solely for use in developing these EEO plans. In addition, individual requests for related information were answered to provide employers with data tailored to their needs.

Job Training and Placement Administration

Through the efforts of the Job Training and Placement Administration, the department:

Received a U.S. Department of Labor discretionary grant for an outreach program to assist laid-off steelworkers. Counseling, assessment, job club, and job placement services are being offered through this cooperative program with the United Steelworkers of America, the Baltimore County Occupational Training Administration, and the Department of Employment and Training.

Initiated an Outreach Campaign for Veterans in conjunction with the Maryland Vietnam Veterans

Leadership Program. This continues to enhance the Veterans HELPLINE, which is being conducted in cooperation with the Health and Welfare Council. The program includes the advertising of the outreach campaign through various media.

Provided employment and training services, in cooperation with the Department of Economic and Community Development, to employers seeking to locate or expand their businesses in Maryland. The companies included Con Diesel, Grummann Aerospace, Superfoss, and Bethlehem Steel. The potential gain in employment is estimated in excess of 1200 jobs within the first year.

Established a graduate level program in Employment and Training through the University of Maryland Graduate Program in Policy Sciences. The Bradley Center for Education and Research in Employment and Training provides a means for the professional development of employment and training staff as well as a valuable forum for research in employment and training issues. The center was opened in September, 1985 and the program includes funding for twenty fellowships for state and local professionals working in programs sponsored by the Department of Employment and Training.

Secured legislative approval of state funds to provide an expense allowance for trainees to support them in successfully completing their training program. With the implementation of the federal Job Training Partnership Act, support services for disadvantaged participants, including funds for living allowances, were no longer available. The lack of financial support made it difficult, if not impossible, for many individuals to take advantage of the training opportunities available.

Initiated the Youth Work Experience Program to provide work experience in the private sector for eligible youth.

Cooperated with and supported the Maryland Youth Conservation Corps operated by the Department of Natural Resources. It provides summer employment and job orientation/training to youth.

Initiated incentive bonuses to Service Delivery Areas to enroll, train, and place eligible veterans.

Conducted a series of meetings in each area of the state to coordinate employment and training efforts more efficiently. At each meeting, Job Training and Placement Administration staff briefed local elected officials, educators, and government officials on state and local program plans. Staff met quarterly with Service Delivery Area directors to review the program's progress and analyse methods for improvement. The Job Training and Placement Administration substantially increased Private Industry Council/Service Delivery Area participation in planning the expenditure of state and federal employment and training funds (including Wagner/Peyser Act funds). The increase in Private Industry Council/Service Delivery Area participation occurred by including their input, review, and concurrence in the planning process. Departmental representatives attended these meetings to explain Job Service plans, answer questions, and offer technical assistance. The department's attendance at PIC meetings helped encourage cooperation and coordination with the Private Industry Councils.

Developed cooperatively with other state agencies, local government agencies, and private organizations, agreements to improve employment and training services to Marylanders. The following are some examples of these cooperative efforts:

Co-located Department of Employment and Training local offices with Service Delivery Area offices to improve the coordination of services and reduce duplication of effort.

Co-funded with the State Board for Higher Education the annual publication, "Guide to Higher Education and Job Training Services in Maryland." The department's funding enabled the publication to expand its coverage of employment and training information.

Developed the Job Training and Placement Administration Management Information System to better monitor and evaluate employment and training efforts statewide. This system improved program management and performance evaluation methods. Along with this system the Job Training and Placement Administration conducted an on-site quarterly monitoring program to further improve quality control efforts. A comprehensive follow-up system has also been instituted.

Expanded the number of Job Service Employer Committees in the state to nineteen with a total of 350 individual employers involved statewide. These employers provide valuable suggestions on local Job Service

programs and procedures as well as developing and expanding community support for Job Service activities.

Directed the Quick Response Team to provide assistance to dislocated employees of General Electric, AT&T Technologies-Western Electric, Allied Chemical, Wards, and other firms throughout the state. The team's purpose is to organize state and local resources for those employees pending layoff, to initiate placement or retraining services, and assist them in filing for unemployment insurance and other assistance as appropriate.

Contracted with the Maryland Center for Productivity to develop an overall program to enhance Job Service performance and accurately assess staff production for nine key performance indicators. Although the full system has only been in place since July 1, 1985, the preliminary work done with local offices in performance improvement has already resulted in a 35% increase in registrations and a 50% increase in placements for fiscal year 1985 as compared to 1982 performance levels.

Promoted expansion and utilization of Job Bank listings with non-profit agencies, Service Delivery Areas, and community organizations. Established Job Clubs in response to the needs of dislocated workers in local Job Service offices throughout the state. The Job Club approach allows the department to provide comprehensive job search assistance to groups of job seekers in a highly supportive setting. Program curricula is tailored to the specific needs of the area and includes identification of potential jobs, skills assessment, resume preparation, and interviewing skills. Programs are scheduled in local offices as needed and are often offered in mass layoff situations to facilitate the reemployment of unemployed workers.

Placed over 400 veterans into training and employment opportunities under the provisions of the Emergency Veterans Job Training Act of 1983 (EVJTA).

Supported the utilization of performance based contracts with Service Delivery Areas/Private Industry Councils to expand training opportunities for Work Incentive Program (WIN) participants.

Instituted an automated job matching system throughout the state which identifies potential applicants for a job based on a series of specific criteria. This system enables the department to respond more quickly to requests from employers and ensures that applicants are considered for all job opportunities for which they are qualified. The job matching system was fully operational in all offices in May, 1985.

Developed the conference "Educating the Educator" 11/7-8/1984. The Maryland Apprenticeship and Training Council, in collaboration with Harford Community College, presented an apprenticeship training development conference for educators. The goal was to define the educator's role in facilitating apprenticeship development in Maryland. Approximately 100 educators from throughout the state were in attendance. Topics discussed included: wage incentives and their impact; determining the apprenticeability of occupations; recruitment, qualifications, and selection of apprentices' related instruction development; and apprenticeship program resources.

Registered the Anne Arundel County government with the Maryland Apprenticeship and Training Council representing the first county government in Maryland to do so.

Published the Apprenticeship and Training Law and Regulation Manual and disseminated it to council members and other interested parties upon request.

Acquired data processing equipment which provides greater efficiency for field and clerical staff operations at the Maryland Apprenticeship and Training Council Center.

Required Maryland Apprenticeship and Training Council field staff to attend monthly Job Service Employer Committee meetings throughout the state to provide program information and to develop leads for new registrations.

Office of Equal Opportunity

Notified employees, applicants, clients, and other interested individuals, as required, of the Department of Employment and Training's posture regarding non-discrimination in employment and services. The Equal Opportunity Office prepared a policy statement and provided for the development of a departmental poster "DETermined to Keep All Marylanders Working." Both the policy statement and the poster were disseminated to and displayed in all the department's local offices and administrative units.

Assured the implementation of various U.S. Department of Labor requirements with regard to non-discrimination within the Maryland Job Training Partnership Act Program, by designing a JTPA/EO Methods of Administration (MOA) procedure. These methods established procedures through which complaints of alleged discrimination are processed, by which Job Training Partnership Act grantees are monitored, and generally by which all segments of the population are serviced equitably.

Responded to many requests from employers (private and public) for assistance in the areas of affirmative action recruiting and hiring and general equal opportunity planning, training, and technical assistance. The resulting training was afforded to groups including the statewide Job Service Employer Committee (JSEC) members and a local law enforcement organization.

Ensured that employees become and remain aware of their equal opportunity/affirmative action rights and responsibilities. Additional training was provided to several groups of new departmental employees, and staff development training was provided to a group of the department's professional employees.

Developed a Minority Business Enterprise (MBE) Program in response to state regulations governing the awarding of contracts to minority business enterprises. The Office of Equal Opportunity and the Assistant Secretary for Administration also developed interim guidelines for implementing the program and extended coverage to the Department of Employment and Training, among others.

Office of Government and Community Relations

Established WORKLINE, an audio tape telephone library containing seventy-five messages which answer the most often asked questions about job placement, training, unemployment insurance, and general labor market conditions.

Conducted promotional efforts for job placement and training programs, including production of a video documentary on the Job Service, "To Keep Maryland Working;" published a brochure and poster and held media interviews promoting Targeted Jobs Tax Credit Summer Youth Employment; produced a thirty-second television spot with Preston Trucking; and published brochures about the benefits to employers using Job Service's Targeted Jobs Tax Credits and Enterprise Zones.

Assisted the Unemployment Insurance Administration, through the production of a video benefit rights tape entitled "What You Need To Know About Unemployment Insurance In Maryland." Assisted local offices in the selection of video viewing equipment. Coordinated a press conference on the automation of unemployment insurance programs.

Assisted the Research and Analysis Division in upgrading the design, format, and content of labor market information materials.

Office of the Attorney General

Removed the backlog of unemployment insurance cases pending in circuit courts throughout the state by implementing a comprehensive plan to effectively handle over 400 cases. At this time the backlog of cases awaiting filing of administrative records has been depleted.

Provided effective support for the promulgation of clear and concise legal direction by representing the Unemployment Insurance Board of Appeals before the Court of Appeals of Maryland. The resulting decision has given guidance to the Board of Appeals and the department in the area of religious schools and the meaning of voluntarily quitting a job for good cause under Article 95A of the Annotated Code of Maryland, Unemployment Insurance Law, Section 6(a).

Coordination Plans

In order to initiate a new era of cooperation in government, to improve the quality of services to the citizens of Maryland, and to avoid unnecessary duplication of service and programming efforts, the Department of Employment and Training has signed coordination agreements with the Departments of Economic and Community Development, Health and Mental Hygiene, Human Resources, and Public Safety and Correctional Services. Other agreements are currently under negotiation with the Departments of Education and General Services, and with the State Board for Higher Education and the State Board of Community Colleges.

The agreements represent partnerships that support the Maryland Legislature's mandate to the Department of Employment and Training to improve interdepartmental cooperation. They also represent another step in the department's efforts to meet the coordination requirements established under the Job Training Partnership Act. Each plan exemplifies the vision that it is possible to identify areas of common interest, to explore those areas, and to conclude agreements which are of mutual benefit to the departments and the consumers they serve. What follows is a rationale for each agreement and a listing of the major objectives within each plan.

Department of Economic and Community Development

The work force plays a vital role in the economic development of Maryland. The Department of Employment and Training has primary responsibility for developing and promoting the individual workers who comprise that force. By joining resources, the Departments of Economic and Community Development and Employment and Training will increase the state's potential for expanding the manpower development aspects of its economic base. The strategy contained within the coordination agreement is to expand interdepartmental knowledge and exchange of economic and labor force information, and to increase the placement of qualified individuals registered with the Job Service into jobs created by the expanding economy. Specific objectives include:

Incorporation of a "first source" clause within agreements between new and expanding businesses and the state to urge employers to use the Maryland Job Service,

Coordination of Job Training and Placement Administration training funds and Maryland Industrial Training Program funds to increase leveraging potential for attracting new businesses,

Development of a joint publicity and marketing approach using the Department of Economic and Community Development's Green Phone and the Department of Employment and Training's WORKLINE,

Cooperation with the Governor's High Technology Roundtable to improve labor market information and to meet the needs of technology-related industries,

Coordination in developing and exchanging economic and labor market information, and

Development of Economic Adjustment Teams to improve assistance to businesses in gaining access to state services and resources.

Department of Health and Mental Hygiene

Within every area of public service, training and employment programs can make a significant contribution. For all the citizens of Maryland who are capable and qualified members of the work force a job is of paramount importance because employment can bring an individual not only economic self-sufficiency but also high self-esteem. Both of these elements contribute significantly to a stable and happy life. To this end, the Department of Health and Mental Hygiene and the Department of Employment and Training have joined together to deliver employment and training services to the state's deinstitutionalized population, to promote the availability of health care information for the unemployed, and for the Department of Employment and Training to provide free personnel services to the state's hospitals and institutions administered by the Department of Health and Mental Hygiene. Specific areas of coordination include:

Initiation of a supported employment program through which the Department of Employment and Training's Job Service will place job ready, deinstitutionalized persons into unsubsidized jobs,

Implementation of full Job Service personnel services for Department of Health and Mental Hygiene hospitals and institutions,

Inclusion of local Health Department personnel on Community Quick Response Teams. (The teams offer a

full range of services to communities effected by large plant closings.),

Improvement of interdepartmental services to migrant workers through the Governor's Commission on Migrant and Seasonal Farmworkers,

Orientation of each department's top management to the programs operated and populations served by each other,

Application to The Council of State Planning Agencies for participation in the State Policy Academy to Promote Economic Self-Sufficiency for Developmentally Disabled Individuals, and

Exploration of opportunities for co-funding and other methods for leveraging resources.

Department of Human Resources

Self-sufficiency through private sector employment is the only permanent solution to long term poverty and welfare dependence. In order to improve current programs and to develop new and more successful services, the Department of Employment and Training and the Department of Human Resources have entered into a coordination agreement. The goal of this agreement is to continue Maryland's efforts to aid the disadvantaged with self-sufficiency as the number one priority and to provide coordinated services while avoiding duplication of delivery systems. Specific areas of coordination include:

Implementation of a liaison system in which each local Department of Employment and Training office and Social Services office will have an employee who has been specially trained to provide services to individuals in need of employment and social services respectively,

Exploration of ways to develop labor market information for and economic profiles of social services recipients,

Development of a media package to promote employment opportunities for the disadvantaged,

Orientation of central and county office personnel about program offerings available through each department,

Work with the Governor's Employment and Training Council (GETC) to encourage the membership of social services representatives on each of the ten Private Industry Councils (PICs) in Maryland, and

Inclusion of local social services personnel on Community Quick Response Teams.

Department of Public Safety and Correctional Services

On May 24, 1985 the Department of Public Safety and Correctional Services and the Department of Employment and Training convened a Symposium on Correctional Reform: Employment and Training Needs. The purpose was to confront the problem of ex-offender unemployment. Leaders from education, private industry, labor, juvenile services, public safety, corrections, and employment and training, on the state, city and county level, explored several innovative projects underway in other states. The result is the selection of the Comprehensive Offender Employment Resource System (COERS) as an approach to assist ex-offenders in finding employment.

COERS is operated on a statewide basis in Massachusetts. It provides employment and training services by utilizing resources (funds, staff, and technical assistance) contributed by a group of cooperating agencies. These include Corrections, Youth Services, the Parole Board, the Rehabilitation Commission, Employment Security, the Committee on Criminal Justice, Probation, Economic Affairs, and Private Industry Councils/Service Delivery Areas.

COERS provides outreach, intake and assessment, supportive services, pre-employment training, job development and direct placement, and post placement follow-up.

Efforts are currently underway in Maryland to closely analyze COERS to adopt what is suitable and to add what is necessary to implement the program as a pilot in Baltimore City and Prince George's County. The deadline for pilot implementation is July 1, 1986.

New Somerset County Facility

Through its Job Service, the Department of Employment and Training has agreed to assist the Division of Corrections, Department of Public Safety and Correctional Services, to staff the new prison facility in Somerset County. The Job Service will inform the local population about employment opportunities, testing dates, application deadlines, and hiring schedules. The Job Service will also promote public service announcements on local television and radio stations and in newspapers to develop interest in the Division of Corrections' employment opportunities workshops. The goal is to assure Somerset Countians the best possible access to opportunities at the new prison.

Employment and Training Issues

Maryland's labor market, as well as the nation's, is a dynamic, multifaceted market. For as many facets as are contained within the market, there are as many issues. Beginning with this edition of the Department of Employment and Training Plan and Annual Report, the department will focus on one major labor market issue each year. This year, Youth and the Labor Market is explored.

Youth and the Labor Market: U.S. and Maryland, 1984

Demographics

In 1984, the nation's population included nearly 15 million noninstitutionalized "teens" - youths between the ages of 16 and 19. Maryland's share was 286,000 (1.9 percent). At the national level, white teens outnumbered black teens by a ratio of almost 6 to 1, but the racial mix of Maryland's teens was less skewed at just 3 to 1. At the national and state levels, the numbers of male and female teens were about equal.

In general, teens' participation in the labor force tends to be proportionately lower than that of adults - people 20 years of age and older. Several factors contribute to this differential - school commitments, dependence on parents for financial support, discouragement. During 1984, rates of labor-force participation for teens at the national and state levels were more than 10 percent lower than those of adults. The national statistics also showed that white teens, with a participation rate of 57.2 percent, were more likely to involve themselves in the labor market than were black teens.

Persistently high unemployment rates have posed severe socio-economic problems for teens over the years. Black teens particularly suffer from unemployment rates that are substantially higher than those of adults, even during times of relative economic stability. During 1984, the second year of the economic recovery, unemployment among adults averaged 6.7 percent nationally. During the same period, unemployment among teens stood at 18.9 percent overall. White teens, who comprise nearly 75 percent of the teen workforce, fared much better in their job search than did black teens. The unemployment rate for black teens was nearly three times greater than that of their white peers, 42 percent and 16 percent respectively.

Trends in unemployment at the state level mirrored those observed nationally. In 1984, unemployment among Maryland's adults was 4.7 percent. In contrast, an estimated 14.7 percent of the teen work force was unable to find employment. The unemployment rate for white teens was estimated to be 10.6 percent; the rate for black teens was estimated to exceed that of white teens by a ratio of 2-2.5 to 1.*

EMPLOYMENT STATUS OF THE CIVILIAN NONINSTITUTIONAL POPULATION 16-19 YEARS OF AGE BY RACE—1984 (numbers in thousands)

	U.S.			Maryland		
	Total	White	Black	Total	White	Black
Civilian Noninstitutional Population	14,735	12,147	2,161	286	211	69
Civilian Labor Force	7,943	6,952	827	158	129	-
Percent of Population	53.9	57.2	38.3	55.1	61.1	-
Employment	6,444	5,836	474	134	115	-
Unemployment	1,499	1,116	353	24	14	-
Unemployment Rate	18.9	16.0	42.7	14.7	10.6	-

*Black youth unemployment in Maryland is not published by the U.S. Department of Labor because the sample size is too limited for reliable figures.

The Nature Of Youth Unemployment

One of the factors contributing to the disparity between teens' unemployment rates and adults' unemployment rates is the frequent entry and reentry of teens into the labor force. During 1984, nearly three quarters of unemployed teens at the national and state levels were either exploring the job market for the first time or returning to the labor force after a prolonged absence. In comparison, new and reentrant job-seekers accounted for only about one third of the adult unemployed.

Young people, particularly those who are interested in casual and intermittent employment, tend to be less selective than adults in job searching. Older job-seekers are apt to seek permanent positions, whereas teens often test several jobs before deciding on the most desirable situation. This circumstance probably is reflected in the fact that more than half of the unemployed teens at the national and state levels were jobless for less than 5 weeks. More than a third of the unemployed adults were jobless for 15 weeks or more. In Maryland, the mean duration of adult unemployment was more than double that of teens - 19.2 and 7.6 weeks, respectively.

UNEMPLOYMENT DURATION BY AGE
U.S. AND MARYLAND — 1984

	U.S.		Maryland	
	20+	16 - 19	20+	16 - 19
Less than 5 weeks	36.5	52.2	35.7	52.2
5-14 weeks	28.2	30.9	30.6	26.1
15-26 weeks	13.8	8.8	13.3	17.4
27+ weeks	21.5	8.1	20.4	4.3
Mean Duration (weeks)	-	9.8	19.2	7.6

SOURCE: Current Population Survey, 1984, Bureau of Labor Statistics and Employment and Earnings, 1984, Bureau of Labor Statistics

Labor Force Status (Part-Time vs. Full-Time)

The likelihood of accepting part-time employment is much greater for teens than for adults. There are several reasons for this; one of the more popular explains that the financial responsibilities of teens generally are less onerous than those of adults. Consequently many teens, particularly those still in school, are interested in employment only as a means of earning pocket money, for which they gravitate to part-time employment.

During 1984, teens designated as part-time workers accounted for 49.3 percent of the total national teen labor force. In Maryland, the proportion was slightly higher at 52.5 percent. These figures contrast sharply with the corresponding figure for the adult work force: 11.4 percent at both the national and state levels. The lower unemployment rates for part-time workers indicate that the potential for being hired was greater for teens seeking part-time employment than for those seeking full-time employment.

Occupational/Industrial Employment

Because of their limited experience in the job market, teens generally find that the types of jobs within their reach are those requiring minimal training and/or skill. As a result, the employment pattern of young workers is noticeably different from that of older people. Teens appear to be concentrated in low-status occupations and in only a few industries. Adults are apt to be employed in career-oriented occupations throughout the industrial spectrum.

During 1984, nearly one third of the nation's teens and almost half of Maryland's teens were employed in technical sales, and administrative-support occupations; jobs most accessible to teens were in the sales category. The concentration of adult workers in this occupational group was also high, but the adults were more likely to fill positions higher up the career ladder - health technicians, sales supervisors, computer operators.

The proportion of teens working in service occupations to those working in other types of occupations was significantly greater - by a ratio of over 2:1 - than the corresponding proportion for adult workers.

However, adults held a clear advantage over teens in obtaining managerial and professional positions. In Maryland, jobs in these categories accounted for almost 33 percent of employment among adult workers as compared with only 4.4 percent among teens.

Approximately 75 percent of teen workers at the national and state levels were employed in trade and services. Retail trade establishments and fast-food service operations accounted for the majority of these jobs.

Youth Transitions

Smaller Numbers of Teens

A factor that many believe has contributed to teens' labor-market problems over the years is the surge in the youth population resulting from the postwar baby boom. As these people began to enter the labor market, pressure was placed on the job-supply side of the teen labor market. As a result, teen unemployment rates began to climb. The problem was particularly acute among black teens, whose rate of population growth exceeded that of white teens by a ratio of almost 2 to 1.

Population projections through 1990, which reflect the lower birth rates of the 1960s and 1970s, point to decline in the teen population (15-19). By 1990, the number of teens nationwide is expected to decline by almost 4,300,000 from the 1980 count. In Maryland, the teen population is expected to fall by nearly 125,000 - a decline that will be shared almost evenly by males and females. By 1990, Maryland teens will account for 6.2 percent of the overall state population - down from 9.6 percent in 1980.

The shrinking of the teen population, which is expected to continue through the mid-1990s, will result in fewer teens entering the work force. National estimates point to an overall decline of nearly 1.5 million teens in the work force through 1990. Analysts predict that the number of teens available to fill entry-level positions will be in short supply. A seller's market will ensue, resulting in a marked improvement in the teen unemployment rate at both the national and state levels by 1990.

PROJECTIONS OF THE RESIDENT POPULATION BY AGE
U.S. AND MARYLAND — 1980 TO 1990

	U.S.		MD.	
	1980	1990	1980	1990
Total All Ages	226,504,800	249,203,000	4,216,400	4,491,100
Total 15-19	21,161,700	16,894,900	404,900	280,200
Males 15-19	10,751,500	8,605,400	205,200	142,700
Female 15-19	10,410,100	8,289,500	199,700	137,500

SOURCE: Projections to 2000, Department of Commerce, Bureau of Census

Sub-Minimum Wage

The proposal to create a sub-minimum wage for teen workers has been debated intensely for several years. The most recent discussions centered on the Reagan administration's proposal to initiate a sub-minimum wage to cover summer teen employment.

Those favoring a sub-minimum wage argue that current federal minimum-wage regulations discriminate against unskilled job-seekers, particularly disadvantaged minority teens. They argue that employers tend to hire older, more experienced workers rather than face the possibility of incurring training costs in addition to the higher minimum wage. Thus, the number of opportunities for teens to obtain on-the-job training are restricted. Those who oppose the sub-minimum wage, particularly corporate and union affiliates argue that lower wages would increase competition for jobs and might very well take jobs away from older workers. They contend that such a measure would only serve to shift the unemployment impact from the teen job market to the adult job market.

Weighing the pros and cons is a difficult task. Passage of any legislation involving minimum-wage regulations will require satisfactory balancing of the impact on all worker groups - both young and old alike.

Education

Education and Unemployment

Transition from the school environment to the work place often can be a difficult process, particularly for the young person who lacks the education credentials or skills required to meet the minimum qualifications for many positions.

Generally, labor-force participation rates are substantially higher and unemployment rates lower for young adults (16-21) who have high levels of educational attainment. According to statistics on out-of-school youth, the proportion either working or seeking work is markedly higher for college completers (96.2 percent) than for high school dropouts (66.5 percent). Similarly, the 7 percent unemployment rate for young people with college education is considerably below that of either high school graduates or dropouts by ratios of 2:1 and 3:1, respectively.

Education and Occupational Attainment

Educational attainment not only affects the young person's introduction to the labor market, but it also has long-range implications. Normally, teens entering the labor market with little formal education or special training find that the jobs for which they are qualified are low paying, in less than desirable working environments, and characterized by high labor turnover and frequent layoffs. Jobs such as these tend to offer little opportunity for upward mobility. On the other hand, persons with higher educational attainment levels have an advantage in obtaining jobs in the primary market, where salaries, responsibilities, opportunities for advancement, and job security are better.

The importance of educational attainment in determining career paths is illustrated in a recent national survey of workers aged 25-64 and their occupations. According to the survey, workers without a high school diploma were employed primarily in the operators/fabricators/laborers classification and the farming/fishing/forestry classification. Salaries in both of these classifications, where skill levels tend to be low and employment is affected by a high degree of seasonality, were well below the average level. Although a high proportion of high school graduates were earning $386 per week as production, craft, and repair workers, the frequency of layoffs tended to be high for them because of their industry attachments. Managerial and professional positions, over half of which were filled by college graduates, not only offered the highest wages but also the best opportunities for advancement.

Although there are no guarantees in the job market, all indications are that persons with higher levels of educational attainment are in a more favorable position in terms of occupational achievement and earnings potential. According to recently released estimates, the lifetime earnings potential (without adjustments for inflation) for high school dropouts is $720,000; for graduates it is $1,030,000; and for college graduates it is $1,500,000.

EMPLOYED CIVILIANS 25 TO 64 YEARS OLD BY YEARS OF SCHOOL COMPLETED
UNITED STATES — MARCH 1984
(Percent Distribution)

	Total	Less Than 4 Years of High School	4 Years of High School	1 to 3 Years of College	4 Years College or More	Average Weekly Wage
Total, 25 to 64 years	100.0	15.7	39.9	18.6	25.8	$349
Managerial & Prof. Specialty	100.0	3.0	16.8	17.4	62.8	$463
Technical, Sales and Admin. Supp.	100.0	7.0	48.1	25.7	19.2	$300
Service Occupations	100.0	29.1	48.2	15.7	7.0	$208
Precision Prod., Craft & Repair	100.0	23.5	52.6	17.9	6.0	$386
Operators, Fabricators & Laborers	100.0	36.3	49.9	10.6	3.2	$287
Farming, Fishing & Forestry	100.0	36.4	39.4	14.1	10.1	$203

SOURCE: Monthly Labor Review, March 1984, BLS

Local Employment and Training Facts

The State of Maryland is divided into Baltimore City and twenty-three counties. The Department of Employment and Training has offices and operates programs in each subdivision. This section focuses on the impact that DET local offices and programs have on economic and labor market conditions within the city and each county.

The political subdivisions are placed in alphabetical order and the local information includes:

Each office's location, mailing address, telephone number, and manager;

A thumbnail sketch of economic and labor market conditions;

A graphic comparison of unemployment rates during the past two state fiscal years;

Highlights of local office program activity;

Fiscal year 1985 service totals for the Job Service and Unemployment Insurance programs (Note: Unemployment Insurance claim totals include Maryland Unemployment Insurance, Unemployment Compensation for Federal Employees, and Unemployment Compensation for Ex-Servicepersons program totals); and

Occupations with a large projected growth through 1990.

For more detailed information the individual offices or the local Economic and Community Development agencies may be contacted. If further Department of Employment and Training material is needed, the following materials are available through the Division of Research and Analysis:

Maryland Labor Market Dimensions (Monthly)

Labor Market Analysis (Current and Projected through 1990)

Affirmative Action Data (Annual)

Employment and Payrolls Covered by the Unemployment Insurance Law of Maryland (Quarterly/Annual)

Zoned Employment and Unemployment Statistics (Annual)

Labor Force, Employment, and Unemployment by Place Of Residence (Monthly/Annual)

Unemployment Insurance Claimant Distribution by Industry (Monthly)

Claims Processed for Unemployment Insurance Benefits (Weekly)

Occupational Wage Information (Annual)

Allegany County, Maryland

Local Employment and Training Facts

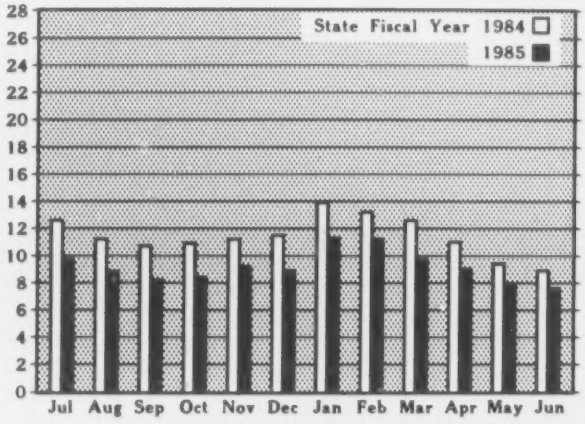
CUMBERLAND LOCAL OFFICE

239 North Mechanic Street — P.O. Box 1717 — Cumberland, Maryland 21501
Employer Services (301) 777-2169 — K.O. Nelson, Manager

The employment outlook for Allegany County continued to improve slowly through fiscal year 1985. With its heavy dependence upon the manufacturing sector, the county's employment eroded dramatically during recent recessions. However, the beneficial effects of the national recovery boosted manufacturing jobs by over 10 percent between the fourth quarters of 1983 and 1984. Indeed, expansion in manufacturing employment accounted for almost all of the net job gains in the county, and this was despite the permanent closing of the Celanese facility near Cumberland in the first quarter of 1984. The overall rate of unemployment declined from 9.0 percent in June, 1984 to 7.7 percent in June, 1985.

Designation of a staff member as an Employer Representative proved to be a definite advantage for the Cumberland office. Both new and established employers are contacted regularly and advised of the services that are available. This, along with the Job Service Employer Committee, represents a revitalized effort to educate and assist employers with their manpower needs.

Unemployment Rates



Job Service Totals — 1985

Employment Applications	5,787
Individuals Counseled	576
Individuals Tested	444
Job Development Contacts	355
Individuals Placed	1,177
Veterans Placed	198
UI Claimants Placed	184
TJTC Vouchers	1,069

Unemployment Insurance Totals — 1985

Initial Claims	11,173
Weeks Claimed	76,754
Total Payout	$7,290,401
Average Weekly Payout	$122.13
Claimants Receiving Benefits	4,576
Average Duration of Claims (Weeks)	13.1
Claimants Exhausting Benefits	1,135

Occupations With A Large Projected Growth Through 1990

Sales Clerk	468	Truck Driver	166
Carpenter	146	Heavy Equipment Operator	134
General Office Clerk	205	Janitors/Porters/Cleaners	374
Secretary	262	Nurse Aide/Orderly	213
Nurse, Professional	217	Sewing Machine Operator, Garment	179
Waiter/Waitress	202	Retail Store Manager	165
Bookkeeper, Hand	131		

Anne Arundel County, Maryland

Local Employment and Training Facts

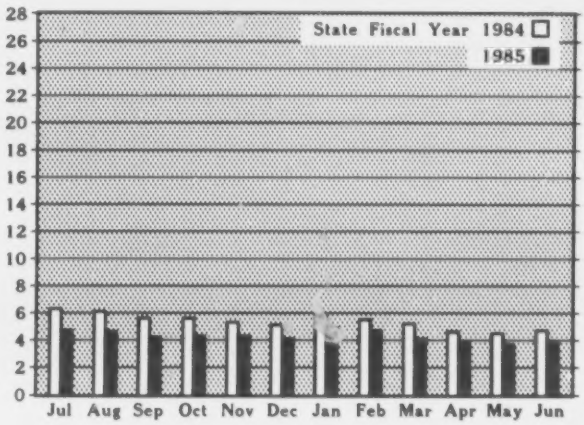
ANNAPOLIS LOCAL OFFICE
101 Old Solomons Island Road, P.O. Box 506
Annapolis, Maryland 21404
Employer Services (301) 269-3920
Sue Ellen Tingle, Manager

GLEN BURNIE LOCAL OFFICE
7500 Ritchie Highway, P.O. Box 284
Glen Burnie, Maryland 21061
Employer Services (301) 787-2330
James Basford, Manager

The continuation of the recovery spurred broad-based growth among Anne Arundel County's private sector employers during fiscal year 1985. The retail trade and services industries, which collectively provide over 40.0 percent of all county jobs, were the forerunners. Employment in construction, buoyed by the recently initiated construction project of the high-tech industrial park near BWI, coupled with on-going revitalization in the Glen Burnie area, advanced by nearly 1,600 jobs. Against this backdrop of increased industrial activity, the county's jobless rate declined from 4.6 percent in June, 1984 to 3.9 percent in June, 1985.

Anne Arundel County has two full-service DET offices. The number of applicants serviced by the Glen Burnie office continued to grow during fiscal 1985. Membership on several committees, including the Chamber of Commerce, keeps the Glen Burnie office abreast of activities in the community. The Annapolis office received awards for outstanding achievement in applicant placement and veteran services in fiscal year 1985.

Unemployment Rates



Job Service Totals — 1985

ANNAPOLIS:

Employment Applications	5,299
Individuals Counseled	82
Individuals Tested	18
Job Development Contacts	994
Individuals Placed	1,676
Veterans Placed	260
UI Claimants Placed	255
TJTC Vouchers	424

Unemployment Insurance Totals — 1985

Initial Claims	3,932
Weeks Claimed	34,588
Total Payout	$3,333,321
Average Weekly Payout	$133.53
Claimants Receiving Benefits	1,846
Average Duration of Claims (Weeks)	13.5
Claimants Exhausting Benefits	383

Job Service Totals — 1985

GLEN BURNIE:

Employment Applications	5,663
Individuals Counseled	37
Individuals Tested	328
Job Development Contacts	190
Individuals Placed	1,247
Veterans Placed	218
UI Claimants Placed	183
TJTC Vouchers	891

Unemployment Insurance Totals — 1985

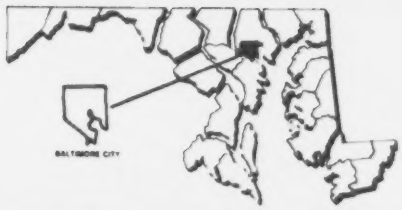
Initial Claims	13,302
Weeks Claimed	100,604
Total Payout	$12,049,447
Average Weekly Payout	$135.68
Claimants Receiving Benefits	6,519
Average Duration of Claims (Weeks)	13.7
Claimants Exhausting Benefits	1,655

Occupations With A Large Projected Growth Through 1990

Sales Clerk	1,766
Secretary	1,366
General Office Clerk	1,070
Cashier	624
Guards/Doorkeepers	670
Electrical/Electronic Engineer	1,100
Janitors/Porters/Cleaners	1,836
Retail Store Manager	612
Electrical/Electronic Technician	324
Electrical/Electronic Assembler	350

Baltimore City, Maryland

Local Employment and Training Facts



BALTIMORE JOB SERVICE OFFICE
1100 North Eutaw Street, P.O. Box 552
Baltimore, Maryland 21201
Employer Services (301) 383-5186
Dennis Lanahan, Manager

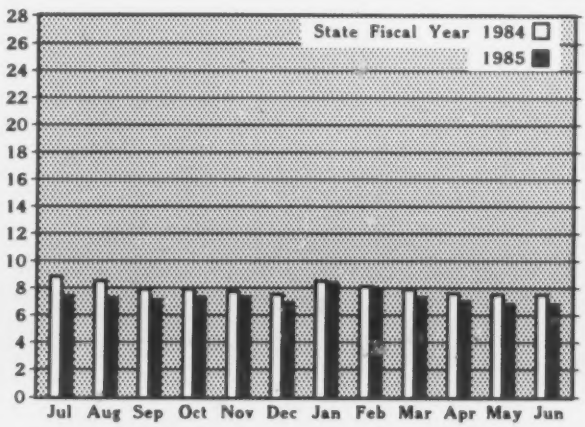
BALTIMORE UNEMPLOYMENT INSURANCE OFFICE
1100 North Eutaw Street, P.O. Box 552
Baltimore, Maryland 21201
Inquiries (301) 383-6465
Elaine Stevens, Manager

NORTHWEST LOCAL OFFICE
4025 Mortimer Avenue
Baltimore, Maryland 21215
Employer Services (301) 358-6682
Leonard Jones, Manager

The ongoing urban renaissance in Baltimore City continued to play an important role in determining the direction of industrial growth and the types of job opportunities available. Over the past year, the city's industrial payrolls, expanded by an estimated 500 jobs. The largest gains were noted in the services sector, followed by construction, and retail trade. While employment news was favorable in these industries market forces continued to place pressure on the manufacturing sector. Although production of the GM minivans increased employment rolls in transportation equipment, these gains could not sustain losses experienced in other manufacturing concerns. Nonetheless, unemployment did show some improvement. As of June, 1985, unemployment registered 6.8 percent, down from 6.9 percent in June, 1984.

Services and trade industries are experiencing tremendous growth in the Reisterstown Road, Owings Mills, and Randallstown areas. To increase services, the Northwest Baltimore Job Service Office relocated to 4025 Mortimer Avenue.

Unemployment Rates



Job Service Totals — 1985

BALTIMORE:

Employment Applications	26,896
Individuals Counseled	343
Individuals Tested	2,275
Job Development Contacts	3,326
Individuals Placed	6,001
Veterans Placed	1,047
UI Claimants Placed	762
TJTC Vouchers	11,276

NORTHWEST:

Employment Applications	7,075
Individuals Counseled	145
Individuals Tested	119
Job Development Contacts	408
Individuals Placed	1,223
Veterans Placed	247
UI Claimants Placed	298
TJTC Vouchers	838

Unemployment Insurance Totals — 1985

Initial Claims	47,682
Weeks Claimed	387,147
Total Payout	$33,726,521
Average Weekly Payout	$121.00
Claimants Receiving Benefits	20,207
Average Duration of Claims (Weeks)	13.8
Claimants Exhausting Benefits	6,097

Initial Claims	13,824
Weeks Claimed	120,819
Total Payout	$12,964,104
Average Weekly Payout	$125.53
Claimants Receiving Benefits	6,407
Average Duration of Claims (Weeks)	16.1
Claimants Exhausting Benefits	7,345

Nurse, Professional	5,526
Secretary	7,090
Waiter/Waitress	4,084
General Office Clerk	5,299
Cashier	2,764
Fast Food Service Worker	8,720
Janitors/Porters/Cleaners	11,157
Nurses' Aide/Orderly	3,337
Guards/Doorkeepers	3,247
Manager, Eating/Drinking Establ.	1,888

Baltimore County, Maryland

Local Employment and Training Facts

EASTPOINT LOCAL OFFICE
7930 Eastern Blvd., P.O. Box 9917
Baltimore, Maryland 21224
Employer Services (301) 288-9050
Rebecca Tucker, Manager

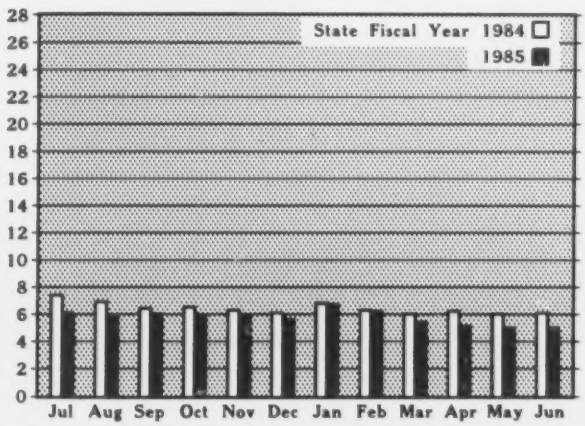
CATONSVILLE JOB SERVICE OFFICE
5200 Westland Blvd.
Baltimore, Maryland 21227
Employer Services (301) 242-8540

TOWSON LOCAL OFFICE
1228 E. Joppa Road, P.O. Box 9756
Baltimore, Maryland 21204
Employer Services (301) 321-4063
Dennis Yeagle, Manager

Baltimore County residents in search of employment continued to benefit from the diversity of the county's economic base. All of the county's principal private sector employers increased their payrolls over the past year, registering an across-the-board gain of just over 9,000 jobs. One of the major sources of economic strength was the services industry which recorded gains of more than 4,000 jobs. Manufacturing employment, although still faltering in primary metals, rose in response to increased hiring activity generated by local defense contractors. Advances in retail trade, an industry which has expanded considerably as the number of malls has multipled, translated into approximately 2,000 additional opportunities. By June, 1985, the county's jobless rate stood at 5.2 percent as compared to 5.8 percent in June, 1984.

Baltimore County's three DET offices played a major role in filling many of these new job openings. The Eastpoint, Towson, and Catonsville offices served the citizens and employers of the eastern, central, and western sections of the county respectively.

Unemployment Rates



Job Service Totals — 1985

EASTPOINT:

Employment Applications	10,005
Individuals Counseled	4
Individuals Tested	589
Job Development Contacts	1,191
Individuals Placed	1,430
Veterans Placed	412
UI Claimants Placed	473
TJTC Vouchers	785

TOWSON:

Employment Applications	6,103
Individuals Counseled	214
Individuals Tested	143
Job Development Contacts	426
Individuals Placed	1,784
Veterans Placed	203
UI Claimants Placed	224
TJTC Vouchers	618

Unemployment Insurance Totals — 1985

Initial Claims	35,144
Weeks Claimed	266,863
Total Payout	$31,445,762
Average Weekly Payout	$139.24
Claimants Receiving Benefits	16,584
Average Duration of Claims (Weeks)	13.6
Claimants Exhausting Benefits	4,005

Initial Claims	11,382
Weeks Claimed	92,684
Total Payout	$11,718,731
Average Weekly Payout	$139.05
Claimants Receiving Benefits	6,258
Average Duration of Claims (Weeks)	13.6
Claimants Exhausting Benefits	1,560

Sales Clerk	4,854
Nurse, Professional	2,079
Truck Driver	1,131
Secretary	2,684
General Office Clerk	2,301
Delivery/Route Worker	702
Nurses' Aide/Orderly	1,855
Cashier	1,697
Fast Food Service Worker	1,766
Stock Clerk, Sales Floor	655
Retail Store Manager	1,297
Waiter/Waitress	1,334

Calvert County, Maryland

Local Employment and Training Facts

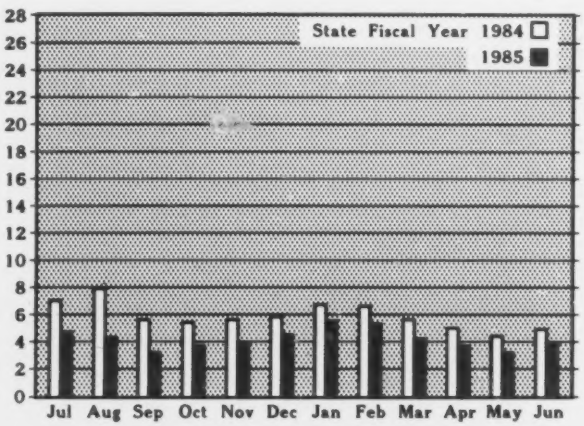
PRINCE FREDERICK LOCAL OFFICE

Fourth Street P.O. Box 508 Prince Frederick, Maryland 20678
Employer Services (301) 535-1556 Owen Harrod, Acting Manager

Beginning in January, 1985, Calvert County officially became a part of the Washington Metropolitan Statistical Area—a recognition of the role that daily commuting to the Washington area plays in the county's economy. With a labor force of some 22,000 persons and a local job market of some 6,500 positions, intercounty commuting is a necessity. During the first half of fiscal year 1985, county jobs increased by over 10 percent from fiscal year 1984. The biggest gainers were trade and construction. In June, 1985, joblessness in Calvert County stood at 3.9 percent, down from a 5.0 percent (adjusted for the new metro area definition) a year prior.

The Prince Frederick office provided a dramatic increase of services to the unemployed during 1985. Placement levels doubled from 274 in 1984 to 522 in 1985. Throughout the fiscal year the Prince Frederick DET office actively assisted both local residents and employers in the job market. Positive recruitment was provided to a convenience store and two service contractors at the Calvert Cliffs power plant, the county's largest employer.

Unemployment Rates



Job Service Totals — 1985

Employment Applications	1,332
Individuals Counseled	12
Individuals Tested	16
Job Development Contacts	236
Individuals Placed	522
Veterans Placed	49
UI Claimants Placed	204
TJTC Vouchers	80

Unemployment Insurance Totals — 1985

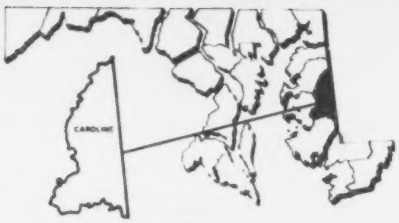
Initial Claims	1,739
Weeks Claimed	16,038
Total Payout	$1,440,492
Average Weekly Payout	$126.92
Claimants Receiving Benefits	812
Average Duration of Claims (Weeks)	14.1
Claimants Exhausting Benefits	185

Occupations With A Large Projected Growth Through 1990

Sales Clerk	81	Teacher, Secondary School	172
Cashier	55	Teacher, Elementary School	175
Secretary	61	Janitors/Porters/Cleaners	174
Nurses' Aide/Orderly	51	Kitchen Helpers	48
General Office Clerk	47	Teacher Aide	37
Bus Driver, School	35	Carpenter	38

Caroline County, Maryland

Local Employment and Training Facts



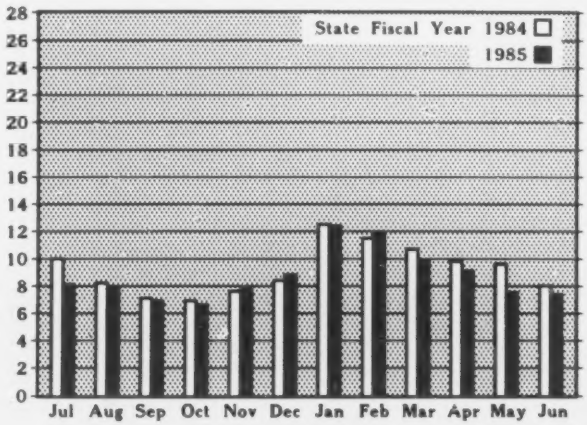
DENTON LOCAL OFFICE

Fourth & Randolph Streets — P.O. Box 159 — Denton, Maryland 21629
Employer Services (301) 479-1160 — Birdsal Bell, Supervisor

The transportation industry accounts for approximately 25 percent of Caroline County's employment, and the manufacturing industry accounts for 18 percent. Some recent gains in employment have taken place in the services sector due to the opening of a new nursing home. Several prospective employers have expressed interest in a new industrial park being developed in Denton. The Denton bypass will soon be completed and a developer has proposed a motel/restaurant complex which would provide 50 or more new jobs. Since Caroline's economy is heavily influenced by agriculture, the unemployment rates are always the lowest during the harvest months. The unemployment rate for June, 1985 of 7.5 percent was down slightly from 7.7 percent in June of 1984.

The Denton Job Service office provides complete employment placement services five days a weeks and unemployment services every Wednesday. During fiscal year 1985 the office placed 333 individuals in gainful employment.

Unemployment Rates



Job Service Totals — 1985

Employment Applications	1,083
Individuals Counseled	0
Individuals Tested	53
Job Development Contacts	256
Individuals Placed	333
Veterans Placed	43
UI Claimants Placed	60
TJTC Vouchers	122

Unemployment Insurance Totals — 1985

Initial Claims	2,535
Weeks Claimed	12,968
Total Payout	$1,155,115
Average Weekly Payout	$102.97
Claimants Receiving Benefits	933
Average Duration of Claims (Weeks)	12.4
Claimants Exhausting Benefits	139

Occupations With A Large Projected Growth Through 1990

Nurses' Aide/Orderly	32	Carpenter	30
Truck Driver	47	General Office Clerk	41
Secretary	44	Janitors/Porters/Cleaners	51
Retail Store Manager	31	Helper, Trades	19
Waiter/Waitress	19	Maintenance Repairer	16
Electrician	14		

Carroll County, Maryland

Local Employment and Training Facts

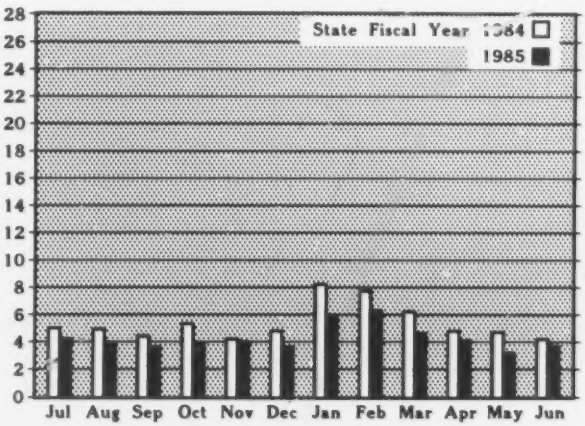
WESTMINSTER LOCAL OFFICE

532 Baltimore Boulevard — P.O. Box 270 — Westminster, Maryland 21157
Employer Services (301) 876-2240 — Theodora Stephen, Manager

Carroll County is a natural area for residential and commercial spin-off from its neighboring counties. Job gains during the fiscal year, particularly in the retail trade, services, and construction sectors, are indicative of the increasing pace of suburban growth in the county. Overall growth in the county's economic base, however, was hampered by layoffs within the manufacturing industry. Job losses in manufacturing, which are expected to increase in coming months as Black and Decker phases out operations at its tool accessories division, could very well cause the county's jobless rate to rise from its June, 1985 level of 3.9 percent. The rate in June, 1984 was 4.2 percent.

The Westminster local office and the Job Service Employer Advisory Committee have assisted the local business community by providing seminars on such topics as: the Advantages of Hiring Through the Targeted Jobs Tax Credit Program, the Apprenticeship Program in Maryland, the new Work Sharing Program, How to Better Prepare for UI Appeals, and How to Minimize Your Company's Unemployment Costs.

Unemployment Rates



Job Service Totals — 1985

Employment Applications	4,023
Individuals Counseled	188
Individuals Tested	53
Job Development Contacts	146
Individuals Placed	821
Veterans Placed	98
UI Claimants Placed	255
TJTC Vouchers	260

Unemployment Insurance Totals — 1985

Initial Claims	10,500
Weeks Claimed	45,122
Total Payout	$5,059,327
Average Weekly Payout	$131.67
Claimants Receiving Benefits	4,642
Average Duration of Claims (Weeks)	8.4
Claimants Exhausting Benefits	423

Occupations With A Large Projected Growth Through 1990

Sales Clerk	388	Sewing Machine Operator, Garment	344
Secretary	258	Truck Driver	152
Carpenter	165	Production Packager	145
Nurse, Professional	242	Nurses' Aide/Orderly	215
General Office Clerk	196		

Cecil County, Maryland

Local Employment and Training Facts

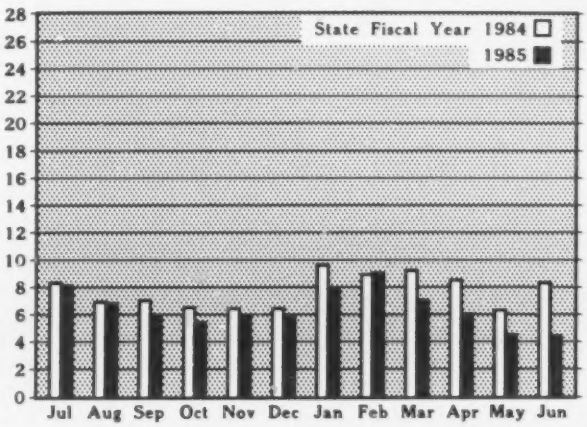
ELKTON LOCAL OFFICE

170 E. Main Street — P.O. Box 250 — Elkton, Maryland 21921
Employer Services (301) 398-3810 — Steve Dorezas, Acting Manager

During fiscal year 1985, over 1,500 jobs have been added to Cecil County's economy. A great many of these jobs have been in the retail trade and services industries. Several new fast-food restaurants have recently opened and another restaurant is currently under construction. In addition, many of Cecil County's manufacturing concerns have recalled their full work force, with some firms expanding their production to include new employment opportunities. Unemployment rates have been consistently lower than last fiscal year with rates declining from a June, 1984 figure of 7.9 percent to a June, 1985 rate of 4.5 percent.

During the past year, the local Job Service office has assisted employers in locating employees. This assistance came in the areas of screening and referring applicants, providing positive recruitment services, and in coordinating training and placement efforts for dislocated workers with the Susquehanna Region Private Industry Council.

Unemployment Rates



Job Service Totals — 1985

Employment Applications	4,683
Individuals Counseled	87
Individuals Tested	184
Job Development Contacts	260
Individuals Placed	1,002
Veterans Placed	226
UI Claimants Placed	205
TJTC Vouchers	279

Unemployment Insurance Totals — 1985

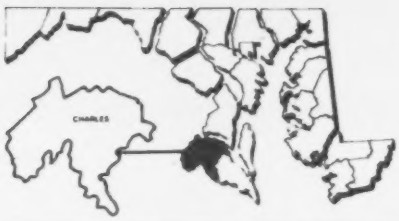
Initial Claims	6,023
Weeks Claimed	42,527
Total Payout	$3,110,751
Average Weekly Payout	$121.58
Claimants Receiving Benefits	2,166
Average Duration of Claims (Weeks)	12.0
Claimants Exhausting Benefits	418

Occupations With A Large Projected Growth Through 1990

Nurses' Aide/Orderly	124	Truck Driver	102
Nurse, Professional	97	Service Station Attendant	75
Sales Clerk	158	Delivery/Route Worker	64
Teller	70	Janitors/Porters/Cleaners	182
Secretary	143	General Office Clerk	126
Retail Store Manager	94		

Charles County, Maryland

Local Employment and Training Facts



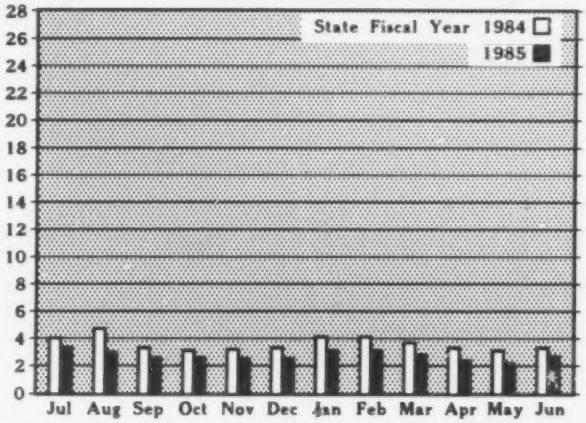
WALDORF LOCAL OFFICE

Annapolis Federal Savings & Loan Bldg. P.O. Box 9 Waldorf, Maryland 20601
Employer Services (301) 645-8710 Kenneth Duffield, Manager

The first half of fiscal year 1985 saw a gain of over 700 jobs in Charles County—a rather modest increase, but enough to absorb most new workers added during the period. In addition, the county's labor force has had a long-standing willingness to commute to Washington and its suburbs, opening up a much larger job market and helping to keep unemployment low. Between the first half of fiscal year 1984 and the first half of fiscal year 1985, the local economy's greatest gains were in government employment, particularly federal government employment, while services made a strong showing in the private sector. At the same time, employment receded somewhat in retail trade, in part due to the closing of a major grocery store chain. In June, 1984, unemployment stood at 3.4 percent; by June, 1985, it had dropped to 2.8 percent.

The Waldorf Job Service office effectively coordinates services with the local Economic Development Commission, the Southern Maryland Private Industry Council, and the Tri-County Job Service Employer Committee to provide all employers, old and new, with a full range of manpower services.

Unemployment Rates



Job Service Totals — 1985

Employment Applications	2,628
Individuals Counseled	56
Individuals Tested	15
Job Development Contacts	549
Individuals Placed	466
Veterans Placed	64
UI Claimants Placed	41
TJTC Vouchers	211

Unemployment Insurance Totals — 1985

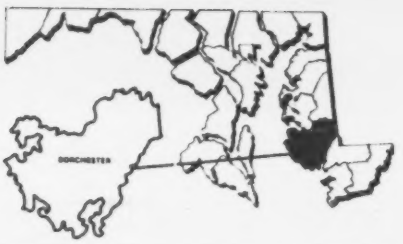
Initial Claims	3,207
Weeks Claimed	32,570
Total Payout	$2,763,661
Average Weekly Payout	$133.24
Claimants Receiving Benefits	1,464
Average Duration of Claims (Weeks)	14.0
Claimants Exhausting Benefits	372

Occupations With A Large Projected Growth Through 1990

Sales Clerk	283	General Office Clerk	181
Secretary	181	Janitors/Porters/Cleaners	211
Cashier	118	Retail Store Manager	105
Nurses' Aide/Orderly	67	Delivery/Route Worker	53
Insurance Sales Agent	45		

Dorchester County, Maryland

Local Employment and Training Facts



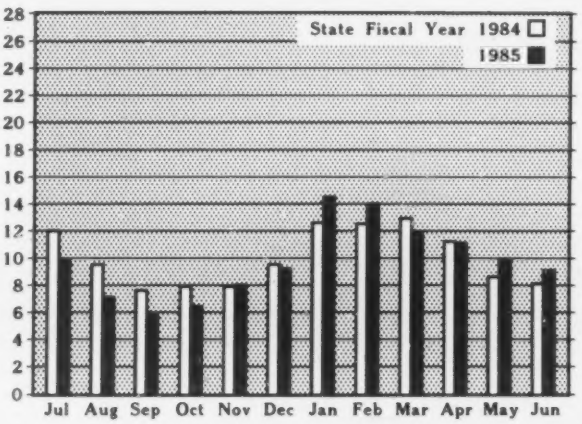
CAMBRIDGE LOCAL OFFICE

503 Race Street — P.O. Box 719 — Cambridge, Maryland 21613
Employer Services (301) 228-0700 — William Barnes, Manager

Since the beginning of 1985 several permanent layoffs in manufacturing, Dorchester's largest industrial sector, have caused the 1985 unemployment rates to rise above 1984 levels. The June, 1984 rate was 7.6 percent, while the June, 1985 rate was 9.2 percent. However, this downswing in manufacturing is slowly being countered by gains in the retail trade and services sector. One fast-food restaurant has recently opened, another is under construction, and two new seafood restaurants are due to open. A 100-room motel/restaurant is currently under construction, and groundbreaking for a 200-room hotel/marina is scheduled for this fall.

The Cambridge Job Service office serves a Dorchester County labor force of approximately 15,000 persons. The office coordinates activities with area employers through a Job Service Employer Committee and the Upper Shore Private Industry Council. During fiscal year 1985 the Job Service provided positive recruitment to a new restaurant which eventually hired 90 individuals referred by the Cambridge office.

Unemployment Rates



Job Service Totals — 1985

Employment Applications	1,806
Individuals Counseled	28
Individuals Tested	113
Job Development Contacts	251
Individuals Placed	723
Veterans Placed	97
UI Claimants Placed	156
TJTC Vouchers	172

Unemployment Insurance Totals — 1985

Initial Claims	5,987
Weeks Claimed	33,547
Total Payout	$3,040,570
Average Weekly Payout	$100.20
Claimants Receiving Benefits	2,350
Average Duration of Claims (Weeks)	13.3
Claimants Exhausting Benefits	356

Occupations With A Large Projected Growth Through 1990

Production Packager	279	Assembler	192
Truck Driver	68	Washer/Separator, Food	69
Carpenter	60	Janitors/Porters/Cleaners	144
Maintenance Repairer	49	Industrial Truck Operator	41
Helper, Trades	45	Sales Clerk	77

Frederick County, Maryland

Local Employment and Training Facts

FREDERICK LOCAL OFFICE

100 W. Patrick Street
Employer Services (301) 694-2181

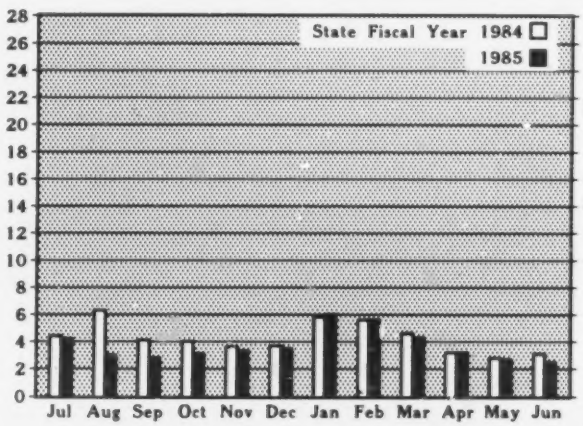
P.O. Box 700

Frederick, Maryland 21701
Gary Weidel, Manager

Frederick County's employment base continued to expand dramatically through fiscal year 1985. Between the fourth quarters of 1984 and 1985, industrial employment grew by over 1,200 new jobs with significant advances in construction, retail trade, and services. Despite some marginal declines in relatively high paying manufacturing jobs, total quarterly wages paid by county employers grew by over $17 million. Contributing further to the economic vitality, well over a third of the employed residents commute to other jurisdictions, which raised disposable income accordingly. The county's unemployment rate remained at a low 2.7 percent in June, 1985, as compared to 3.2 percent in June, 1984.

As the economy expanded in the high tech and retail trades the Frederick local office, through the coordinated efforts of the County Job Training Agency and the Private Industry Council, successfully trained and placed a significant number of dislocated workers into permanent jobs in these expanding fields.

Unemployment Rates



Job Service Totals — 1985

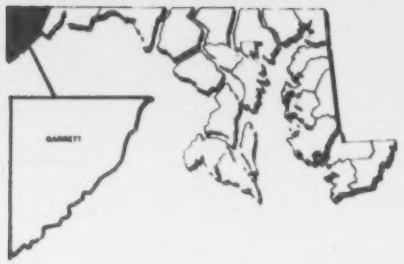
Employment Applications	3,883
Individuals Counseled	115
Individuals Tested	65
Job Development Contacts	575
Individuals Placed	1,172
Veterans Placed	165
UI Claimants Placed	193
TJTC Vouchers	292

Unemployment Insurance Totals — 1985

Initial Claims	6,600
Weeks Claimed	34,718
Total Payout	$4,189,281
Average Weekly Payout	$133.79
Claimants Receiving Benefits	3,372
Average Duration of Claims (Weeks)	9.5
Claimants Exhausting Benefits	296

Occupations With A Large Projected Growth Through 1990

Sales Clerk	831	Janitors/Porters/Cleaners	599
Secretary	492	General Office Clerk	425
Waiter/Waitress	333	Fast Food Service Worker	279
Truck Driver	224	Electrical/Electronic Engineer	181
Cashier	258	Electrical/Electronic Technician	158
Carpenter	196	Nurse, Professional	234



Garrett County, Maryland

Local Employment and Training Facts

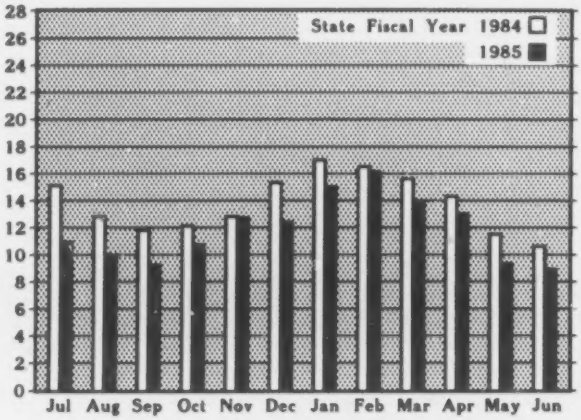
OAKLAND LOCAL OFFICE

216 E. Alder Street — P.O. Box 69 — Oakland, Maryland 21550
Employer Services (301) 334-3972 — Gladys Anderson, Manager

Although Garrett County's unemployment rate declined from 10.7% in June, 1984 to 9.2% in June, 1985, the county's rate was consistently twice that of the state's throughout the fiscal year. Garrett County relies heavily on seasonal tourism and coal mining as major sources of employment. In anticipation of a national strike by mine workers in 1984, coal consumers accumulated large stockpiles resulting in a major drop in demand when a strike was avoided. Consequently, employment in Maryland's mines declined rapidly, and Garrett's strong service sector did not expand sufficiently to redress this job loss. Total industrial employment actually declined somewhat. By the end of the fiscal year, however the situation improved with the expansion of several existing companies and the opening of several small facilities.

The Oakland Job Service office has played a significant role in reducing the area's high unemployment by placing over 340 workers in jobs and by assisting the unemployed to receive training through the local JTPA office and Garrett Community College.

Unemployment Rates



Job Service Totals — 1985

Employment Applications	2,659
Individuals Counseled	34
Individuals Tested	86
Job Development Contacts	24
Individuals Placed	344
Veterans Placed	42
UI Claimants Placed	58
TJTC Vouchers	241

Unemployment Insurance Totals — 1985

Initial Claims	4,602
Weeks Claimed	30,808
Total Payout	$2,581,117
Average Weekly Payout	$119.84
Claimants Receiving Benefits	1,464
Average Duration of Claims (Weeks)	15.0
Claimants Exhausting Benefits	430

Occupations With A Large Projected Growth Through 1990

Sales Clerk	172	Heavy Equipment Operator	186
Truck Driver	103	Janitors/Porters/Cleaners	180
Cashier	89	Secretary	78
Nurses' Aide/Orderly	74	General Office Clerk	69
Retail Store Manager	66	Sewing Machine Operator, Garment	101

Harford County, Maryland

Local Employment and Training Facts

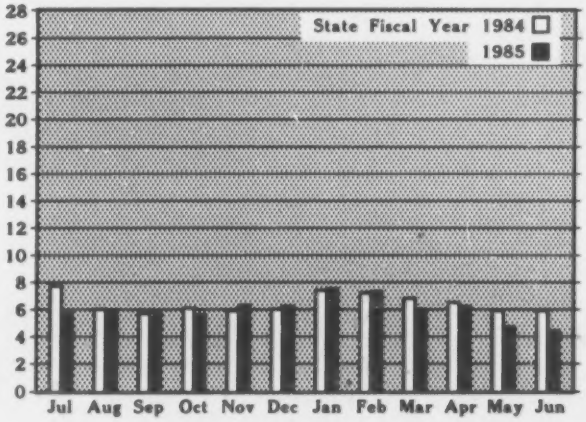
BEL AIR LOCAL OFFICE

2 S. Bond Street — P.O. Box 689 — Bel Air, Maryland 21014
Employer Services (301) 836-4602 — Geraldean Worthington, Manager

Signs of continued economic recovery were apparent in Harford County's employment picture during the fiscal year. All of the county's principal economic sectors, with the exception of manufacturing, expanded their payrolls. The largest gains occurred in retail trade and services. Construction, reflecting healthy gains in both residential and non-residential building activity, advanced by nearly 300 jobs. Contributing to the overall rise in commercial building activity were projects such as the Beard's Hill and Aberdeen Square Malls. As the fiscal year came to a close, the county's jobless rate registered just 4.5 percent, down from 5.7 percent in June, 1984.

In order to better serve Harford County employers, the Bel Air Job Service office organized a Job Service Employer Committee (JSEC). The objective of the committee is to promote interaction and coordination between employers, economic development efforts, and the Bel Air Job Service office. During fiscal year 1985, the Job Service office performed positive recruitment for twenty employers.

Unemployment Rates



Job Service Totals — 1985

Employment Applications	7,067
Individuals Counseled	359
Individuals Tested	424
Job Development Contacts	705
Individuals Placed	1,296
Veterans Placed	334
UI Claimants Placed	379
TJTC Vouchers	1,120

Unemployment Insurance Totals — 1985

Initial Claims	10,619
Weeks Claimed	68,294
Total Payout	$7,692,016
Average Weekly Payout	$129.53
Claimants Receiving Benefits	4,819
Average Duration of Claims (Weeks)	12.5
Claimants Exhausting Benefits	837

Occupations With A Large Projected Growth Through 1990

Sales Clerk	614	Secretary	678
General Office Clerk	647	Typist	387
Retail Store Manager	308	Cashier	291
Nurse, Professional	298	Nurse Aide/Orderly	255
Systems Analyst	135	Fast Food Serive Worker	208

Howard County, Maryland

Local Employment and Training Facts

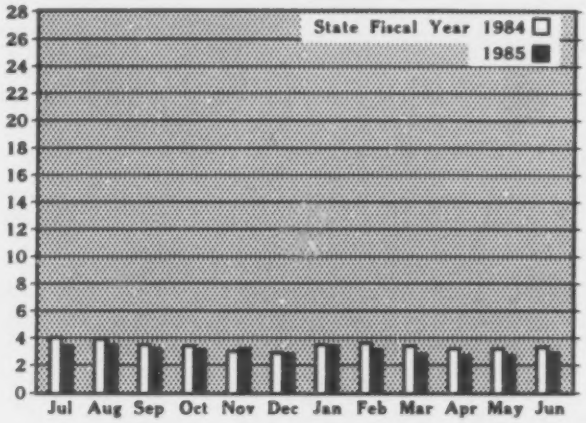
ELLICOTT CITY LOCAL OFFICE

3450 Court House Drive — John Carroll Building — Ellicott City, Maryland 21043
Employer Services (301) 461-3535 — Nancy Roberts, Supervisor

Howard County's continued efforts to market itself as a prime area for business investment yielded a number of positive results over the past year. Economic activity generated by construction starts on new projects such as the Oakland Executive Park, the Dorsey and Normandy Business Centers, and Patuxent Woods Park helped to counteract the negative impact created by layoffs within the county's manufacturing sector. Overall, the county's industrial payrolls expanded by nearly 5,000 jobs, with major contributions being made by the services, trade, construction, and finance industries. Aided by these increases, the county's jobless rate declined from 3.3 percent in June, 1984 to 3.0 percent in June, 1985.

The Ellicott City Job Service office continued to strengthen program coordination with employers and governmental/educational institutions. Job Service staff is co-located with local Service Delivery Area personnel, shares direct links with Howard Community College and the Board of Education, and works with local businesses through the Employment Planning Council.

Unemployment Rates



Job Service Totals — 1985

Employment Applications	1,926
Individuals Counseled	20
Individuals Tested	13
Job Development Contacts	179
Individuals Placed	139
Veterans Placed	28
UI Claimants Placed	42
TJTC Vouchers	69

Unemployment Insurance Totals — 1985

Initial Claims	2,910
Weeks Claimed	20,823
Total Payout	$2,899,525
Average Weekly Payout	$139.26
Claimants Receiving Benefits	1,562
Average Duration of Claims (Weeks)	13.4
Claimants Exhausting Benefits	361

Occupations With A Large Projected Growth Through 1990

Sales Clerk	759	Janitors/Porters/Cleaners	883
Secretary	740	Fast Food Service Worker	655
Installer/Repairer	336	General Office Clerk	588
Cashier	505	Waiter/Waitress	422
Nurse, Professional	291	Electrical/Electronic Technician	2,430

Kent County/ Queen Anne's County, Maryland

Local Employment and Training Facts

CHESTERTOWN LOCAL OFFICE
281 E. High Street P.O. Box 528
Chestertown, Maryland 21620
Employer Services (301) 778-3525
William Mulligan, Manager

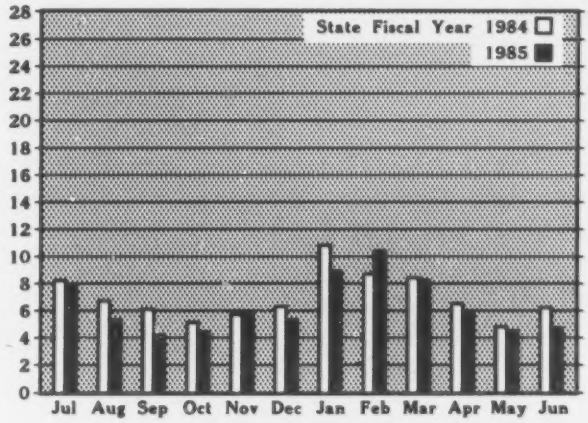
GRASONVILLE ITINERANT OFFICE
Main Street P.O. Box 528
Chestertown, Maryland 21620
Employer Services (301) 827-6116

KENT COUNTY

Kent County has recently experienced a loss of manufacturing jobs in the garment industry. Fishing and agriculture are also on the downswing. The virtual disappearance of the rockfish has hurt both commercial and sport fishing alike. The low selling price of corn and a decrease in the value of farm land has hurt some grain producers and agro businesses. However, these losses have been offset by gains in the retail trade and service sectors. A new warehouse is under construction at an industrial park in Chestertown and a small amount of construction is occurring at Washington College. The June, 1985 unemployment rate of 4.8 percent compares favorably to a June, 1984 rate of 6.3 percent.

Because of its geographical proximity to a sizeable portion of Queen Anne's County, the Chestertown Job Service office serves residents from both Kent and Queen Anne's Counties. To maximize its impact on local business, the office works closely with the Upper Shore Private Industry Council and the Chestertown Job Service Employer Committee to provide trained and job ready applicants.

Unemployment Rates

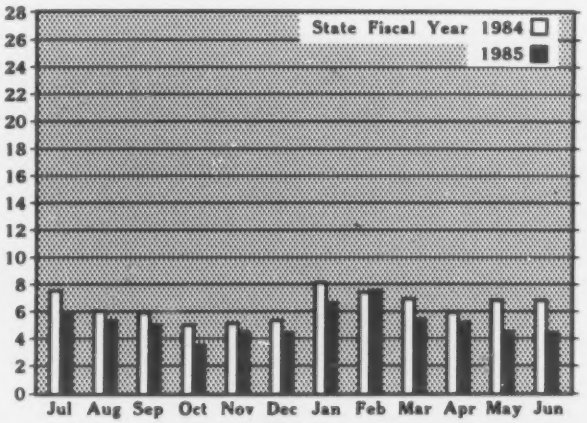


QUEEN ANNE'S COUNTY

Lower Queen Anne's County has become a residential community for Western Shore urban workers. More residential units are being added, and another shopping mall and a food store are currently being constructed. The services and retail trade industries continue to expand to meet the needs of the growing population. A new industrial park near the Chesapeake Bay is being established to attract manufacturing industry. While unemployment rates for fiscal year 1985 have been lower than in the previous year, the agriculture and seafood industries continue to exert a seasonal influence on the county's local labor force. The June, 1984 rate of 7.1 percent has dropped to a June, 1985 rate of 4.5 percent.

Most of the county's non-commuting labor force receives the full range of Job Service and Unemployment Insurance services at the Chestertown local office. For the convenience of those residents in the lower county, DET operates an itinerant office in Grasonville every Wednesday. Local office staff have participated in JOB FAIRS at Queen Anne's County high schools.

Unemployment Rates



Job Service Totals - 1985

KENT/QUEEN ANNE'S COUNTY

Employment Applications	2,358
Individuals Counseled	23
Individuals Tested	289
Job Development Contacts	403
Individuals Placed	687
Veterans Placed	80
UI Claimants Placed	175
TJTC Vouchers	96

Unemployment Insurance Totals - 1985

Initial Claims	3,577
Weeks Claimed	21,282
Total Payout	$1,727,834
Average Weekly Payout	$108.47
Claimants Receiving Benefits	1,544
Average Duration of Claims (Weeks)	10.7
Claimants Exhausting Benefits	166

Occupations With A Large Projected Growth Through 1990

KENT COUNTY

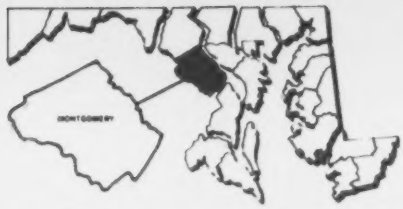
Sales Clerk	93
General Office Clerk	58
Waiter/Waitress	48
Delivery/Route Worker	31
Maintenance Repairer	29
Teacher, Elem./Preschool	44
Kitchen Helper	26
Janitors/Porters/Cleaners	82
Secretary	52
Cashier	46
Retail Store Manager	40
Teacher, Secondary School	41
Truck Driver	22
Helper, Trades	23

QUEEN ANNE'S COUNTY

Secretary	47
Cashier	35
Waiter/Waitress	31
Stock Clerk	24
Bookkeeper, Hand	24
General Office Clerk	36
Poultry Dresser/Eviscerator	30
Retail Store Manager	29
Food Preparation Worker	24

Montgomery County, Maryland

Local Employment and Training Facts



WHEATON LOCAL OFFICE

Wheaton Plaza Shopping Center
Employer Services (301) 949-5300

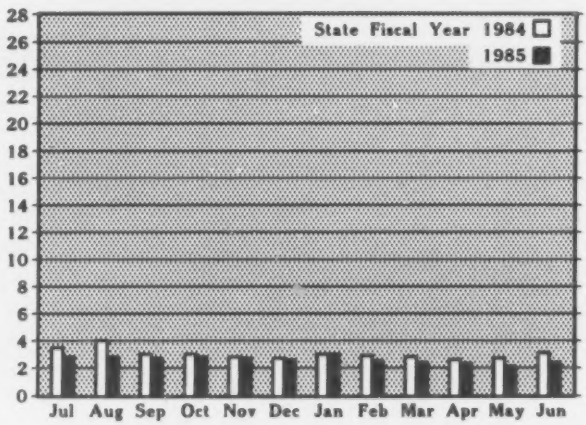
P.O. Box 1317

Wheaton, Maryland 20902
James F. Parkins, Manager

Close to 21,000 jobs were added in Montgomery County between the first half of fiscal year 1984 and 1985. Gains occurred in both the public and private sectors, with far more impressive expansion in the private sector. Among the various industry divisions, all but local government and transportation/communication/utilities advanced. The services division, accounting for one out of every three jobs in the county, added the most new positions, followed by wholesale and retail trade. Construction, a smaller division, accelerated at the fastest rate of any industry. The June, 1984, jobless figure of 3.2 percent receded to 2.5 percent in June, 1985.

The Wheaton Office was active during fiscal year 1985, meeting the needs of both the county's employers and labor force. Positive recruitment efforts served such diverse industries as retail, food, and department stores, restaurants, a hotel, security services, and a management consultant firm. Future plans for Job Service include better assessment procedures through test selection of applicants to fill employer job orders.

Unemployment Rates



Job Service Totals — 1985

Employment Applications	13,038
Individuals Counseled	795
Individuals Tested	820
Job Development Contacts	556
Individuals Placed	2,698
Veterans Placed	257
UI Claimants Placed	276
TJTC Vouchers	977

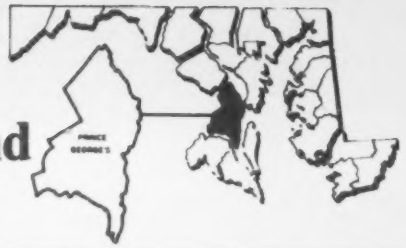
Unemployment Insurance Totals — 1985

Initial Claims	14,452
Weeks Claimed	99,998
Total Payout	$10,679,857
Average Weekly Payout	$141.99
Claimants Receiving Benefits	4,997
Average Duration of Claims (Weeks)	15.0
Claimants Exhausting Benefits	1,309

Occupations With A Large Projected Growth Through 1990

Secretary	4,883	Janitors/Porters/Cleaners	5,594
General Office Clerk	3,808	Sales Clerk	4,108
Guards/Doorkeepers	3,691	Computer Programmer	1,268
Systems Analyst	1,156	Fast Food Service Worker	2,625
Typist	2,039	Electrical/Electronic Engineer	1,096
Waiter/Waitress	1,632	Nurse, Professional	1,497
Data Entry Keyer	1,156		

Prince George's County, Maryland



Local Employment and Training Facts

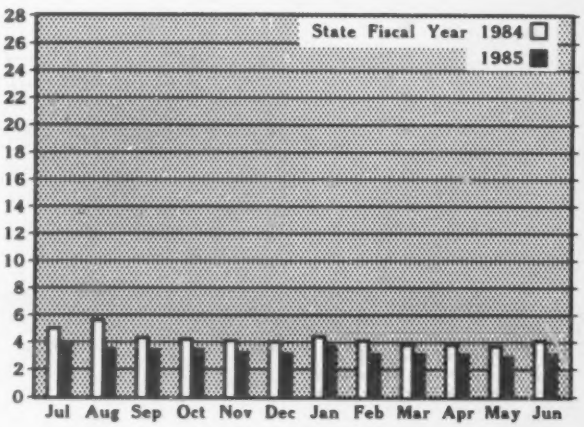
COLLEGE PARK LOCAL OFFICE

6321 Greenbelt Road P.O. Box 1901 College Park, Maryland 20740
Employer Services (301) 441-2106 Paulette Watkins-Nelson, Manager

The rate of job growth in Prince George's County surpassed the state average during the fiscal year, with solid gains in both private and public sectors. Over 13,500 jobs were added through early fiscal year 1985, with half of them in trade and services. Trade is the county's largest industry division, comprising nearly one-third of all jobs. Rapid growth also occurred in government employment which accounts for one out of every four jobs. A jobless rate of 4.2 percent in June, 1984 was reduced to 3.3 percent in June, 1985.

In order to assist county employer's personnel needs the College Park Job Service office conducted positive recruitment for seventy-eight employers during fiscal year 1985. Businesses served included construction contractors, newspaper telemarketing firms, management consulting services, auto repair shops, and motels. At the same time the office's Unemployment Insurance unit dramatically improved the processing time for benefit payments. For example, the timely first claim payment goal of 87% was met or exceeded during each month of the fiscal year.

Unemployment Rates



Job Service Totals — 1985

Employment Applications	14,855
Individuals Counseled	381
Individuals Tested	324
Job Development Contacts	3,802
Individuals Placed	4,087
Veterans Placed	441
UI Claimants Placed	694
TJTC Vouchers	2,464

Unemployment Insurance Totals — 1985

Initial Claims	14,677
Weeks Claimed	117,012
Total Payout	$11,955,726
Average Weekly Payout	$134.67
Claimants Receiving Benefits	5,734
Average Duration of Claims (Weeks)	15.4
Claimants Exhausting Benefits	1,854

Occupations With A Large Projected Growth Through 1990

Sales Clerk	5,228	Janitors/Porters/Cleaners	3,426
General Office Clerk	3,426	Secretary	2,593
Cashier	1,736	Retail Store Manager	1,559
Truck Driver	932	Delivery/Route Worker	778
Guards/Doorkkeepers	1,400	Waiter/Waitress	981
Stock Clerk, Sales Floor	649	Fast Food Service Worker	1,062

Somerset County, Maryland

Local Employment and Training Facts

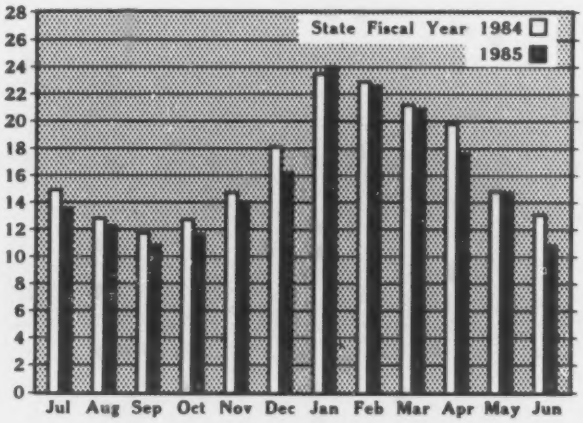
CRISFIELD LOCAL OFFICE
930 W. Main Street P.O. Box 471
Crisfield, Maryland 21817
Employer Services (301) 968-0440
John Pyle, Manager

PRINCESS ANNE ITINERANT OFFICE
Beechwood Street P.O. Box 471
Crisfield, Maryland 21817
Employer Services (301) 651-0801

Somerset County's economy is dependent upon the agriculture, food processing, and seafood industries. The nature of these industries, which causes extreme seasonal variations, and the existence of few opportunities in the manufacturing and retail trade sectors, combine to create the highest unemployment rate in the state. The June, 1985 rate of 10.9 percent compared to 13.3 percent in June, 1984. Some expansion of employment occured with the recent opening of a nursing home and a small shopping center. Construction has begun on a 1,500 bed state prison and a new county jail. The number of construction jobs will greatly expand through 1987. When the prison is completed it will create over 770 permanent state government jobs.

The Princess Anne Job Service office increased its services by opening five days a week beginning in April, 1985. The increased hours of operation enable the office to provide positive recruitment to the many contractors constructing the new prison facilities.

Unemployment Rates



Job Service Totals — 1985

Employment Applications	1,506
Individuals Counseled	17
Individuals Tested	16
Job Development Contacts	347
Individuals Placed	584
Veterans Placed	53
UI Claimants Placed	125
TJTC Vouchers	242

Unemployment Insurance Totals — 1985

Initial Claims	3,685
Weeks Claimed	23,611
Total Payout	$1,927,070
Average Weekly Payout	$90.23
Claimants Receiving Benefits	1,434
Average Duration of Claims (Weeks)	15.2
Claimants Exhausting Benefits	407

Occupations With A Large Projected Growth Through 1990

Secretary	115	Caseworker	70
Delivery/Route Worker	56	General Office Clerk	64
Truck Driver	64	Typist	52
Teacher, Elem./Preschool	60	Janitors/Porters/Cleaners	71
Nurse, Professional	42	Correctional Officers	500

St. Mary's County, Maryland

Local Employment and Training Facts

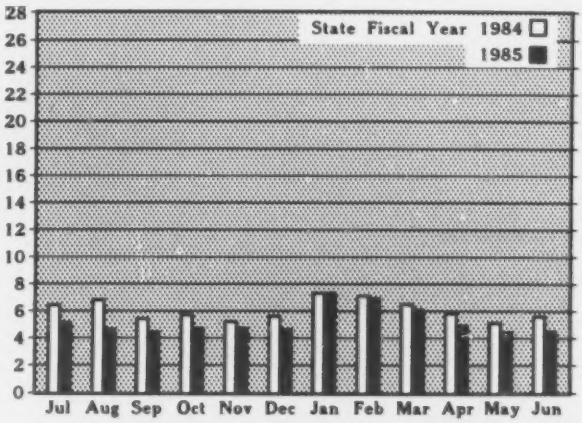
LEONARDTOWN LOCAL OFFICE

Church & Lawrence Streets — P.O. Box 440 — Leonardtown, Maryland 20650
Employer Services (301) 475-8300 — William Green, Manager

Overall, the local job market accelerated at a level well above the state growth rate during fiscal year 1985. Job gains were nearly economy-wide, an exception being state government. Other industry divisions did quite well, with very healthy expansion in services, retail trade, and finance, insurance and real estate. Agriculture continues to decline in relative importance. The only significant cash crop is tobacco, for which the market has been soft during the past few years. Joblessness was 4.8 percent in June, 1985 compared to 5.7% in June, 1984.

By participating in a working partnership with the Task Force on Technological Education, the Economic Development Commission, the Private Industry Council, the Chamber of Commerce and the Job Service Employer Committee, the Leonardtown Job Service office was able to enhance its communication with the business community, share in developing a local labor market perspective, and provide job applicants to fill over 775 jobs with firms in the area.

Unemployment Rates



Job Service Totals — 1985

Employment Applications	2,485
Individuals Counseled	330
Individuals Tested	131
Job Development Contacts	293
Individuals Placed	780
Veterans Placed	125
UI Claimants Placed	71
TJTC Vouchers	255

Unemployment Insurance Totals — 1985

Initial Claims	2,222
Weeks Claimed	18,000
Total Payout	$1,470,439
Average Weekly Payout	$123.45
Claimants Receiving Benefits	951
Average Duration of Claims (Weeks)	12.4
Claimants Exhausting Benefits	175

Occupations With A Large Projected Growth Through 1990

Secretary	163	Janitors/Porters/Cleaners	263
Sales Clerk	178	General Office Clerk	146
Cashier	94	Retail Store Manager	80
Truck Driver	65	Insurance Sales Agent	34

Talbot County, Maryland

Local Employment and Training Facts

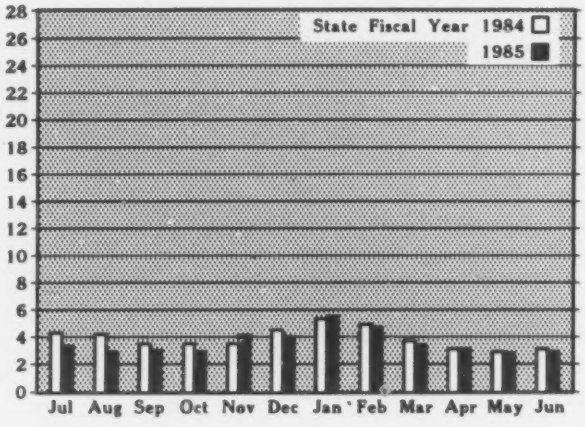
EASTON LOCAL OFFICE

341-A N. Aurora Street — P.O. Box 1089 — Easton, Maryland 21601
Employer Services (301) 822-3030 — Lindsay Clendaniel, Manager

Talbot County consistently has one of the lowest unemployment rates in the state. A secure base of retail trade establishments, speciality shops, and seafood restaurants provide many jobs. Construction is currently underway on a new Bonanza Steak House in Easton and a new supermarket in St. Michaels, which will add even more retail trade jobs. A large hospital, retirement complexes, and nursing homes provide services employment opportunities. Talbot's manufacturing sector is rather stable and also contains a large portion of the county's jobs. The May, 1985 unemployment rate of 2.9 percent was the lowest since June, 1976.

The Easton Job Service office, with its staff of five employees received the U.S. Department of Labor Regional Administrator's Award for Job Service Productivity for fiscal year 1984 for "Superior Performance" over all other Maryland Job Service offices. It continues to serve as a model for "small" offices and is noted for its superior service to the employer and job applicant community.

Unemployment Rates



Job Service Totals — 1985

Employment Applications	4,115
Individuals Counseled	39
Individuals Tested	968
Job Development Contacts	756
Individuals Placed	1,445
Veterans Placed	172
UI Claimants Placed	271
TJTC Vouchers	260

Unemployment Insurance Totals — 1985

Initial Claims	2,070
Weeks Claimed	10,492
Total Payout	947,583
Average Weekly Payout	$106.50
Claimants Receiving Benefits	920
Average Duration of Claims (Weeks)	10.0
Claimants Exhausting Benefits	73

Occupations With A Large Projected Growth Through 1990

Sales Clerk	166	Nurse Aide/Orderly	79
Nurse, Professional	83	Waiter/Waitress	91
Secretary	99	Food Preparation Worker	68
Typist	52	Industrial Truck Operator	27
Machine Assembler	30	Cashier	71

Washington County, Maryland

Local Employment and Training Facts

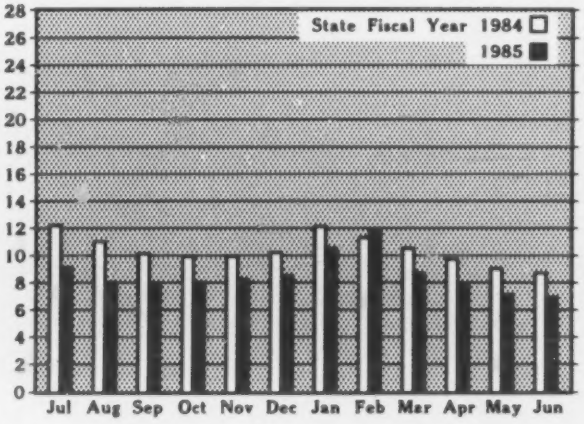
HAGERSTOWN LOCAL OFFICE

401 E. Antietam Street — P.O. Box 1099 — Hagerstown, Maryland 21741
Employer Services (301) 791-4700 — Samuel Pruitt, Manager

Washington County's unemployment rate declined from 8.8 percent in June, 1984 to 7.0 percent in June, 1985. However, this improvement is largely attributable to a significant drop in the labor force. After the closing of the main Fairchild plant in the first quarter of 1984, many former employees left the county to work elsewhere, retired, or became discouraged and ceased to look for work. Total employment remained relatively unchanged, but recalls by major manufacturers boosted employment in that sector by nearly 1,000 workers between the fourth quarters of 1983 and 1984. A recent announcement also bodes well for the economic future of the county. Citicorp announced that it will locate a facility in the county sometime in 1986 which will employ at least 750 people.

The Hagerstown local office assisted many employers in meeting their personnel needs during 1984 and 1985. Foremost among these was Mack Trucks, Inc. Nearly 5,000 applications were processed for Mack Trucks, which resulted in 275 placements.

Unemployment Rates



Job Service Totals — 1985

Employment Applications	5,069
Individuals Counseled	498
Individuals Tested	899
Job Development Contacts	170
Individuals Placed	1,138
Veterans Placed	211
UI Claimants Placed	206
TJTC Vouchers	991

Unemployment Insurance Totals — 1985

Initial Claims	13,191
Weeks Claimed	83,466
Total Payout	$8,436,375
Average Weekly Payout	$121.20
Claimants Receiving Benefits	5,913
Average Duration of Claims (Weeks)	12.0
Claimants Exhausting Benefits	1,194

Occupations With A Large Projected Growth Through 1990

Truck Driver	476	Sales Clerk	600
Secretary	496	General Office Clerk	464
Janitors/Porters/Cleaners	646	Delivery/Route Worker	232
Carpenter	246	Helper, Trades	258
Cashier	320	Nurse Aide/Orderly	260

Wicomico County, Maryland

Local Employment and Training Facts

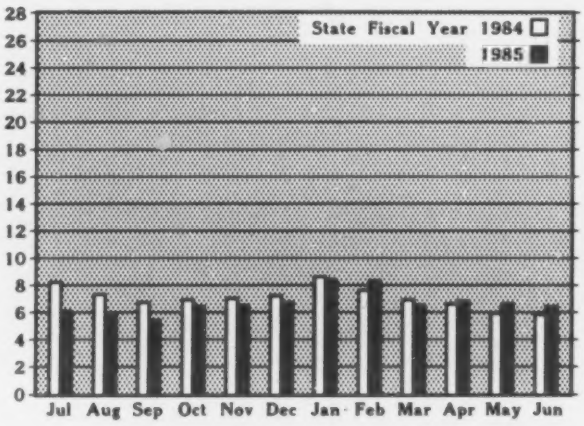
SALISBURY LOCAL OFFICE

Route 50 & Cypress Street — P.O. Box 2337 — Salisbury, Maryland 21801
Employer Services (301) 543-6640 — Richard Matthews, Manager

Salisbury, the county seat of Wicomico County, serves as the hub for the entire Lower Eastern Shore. As a result, the retail trade and services sectors have been steadily expanding to meet consumer needs. Grumman Corporation has announced it will open a plant in Salisbury this fall to produce electronic cables for aircraft. They will begin the first year with 300 employees with the potential of eventually employing 1,000 people. This should help lower an unemployment rate which rose from 5.6 percent in June, 1984 to 6.5 percent in June, 1985.

The Salisbury Job Service office continued to fully participate in the county's prosperity. Through maintenance of existing working relationships with established employers and acceptance by new business organizations, the office achieved its highest number of job placements recorded in recent years. This accomplishment was made possible through the support and cooperation of area businesses, news media, economic development committees, and the general public.

Unemployment Rates



Job Service Totals — 1985

Employment Applications	5,490
Individuals Counseled	68
Individuals Tested	207
Job Development Contacts	1,523
Individuals Placed	1,833
Veterans Placed	299
UI Claimants Placed	381
TJTC Vouchers	734

Unemployment Insurance Totals — 1985

Initial Claims	9,029
Weeks Claimed	46,061
Total Payout	$4,248,912
Average Weekly Payout	$111.20
Claimants Receiving Benefits	3,572
Average Duration of Claims (Weeks)	11.0
Claimants Exhausting Benefits	542

Occupations With A Large Projected Growth Through 1990

Sales Clerk	614	Janitors/Porters/Cleaners	377
Secretary	291	General Office Clerk	243
Retail Store Manager	200	Truck Driver	142
Nurse, Professional	204	Nurse Aide/Orderly	178
Cashier	166	Waiter/Waitress	138

Worcester County, Maryland

Local Employment and Training Facts

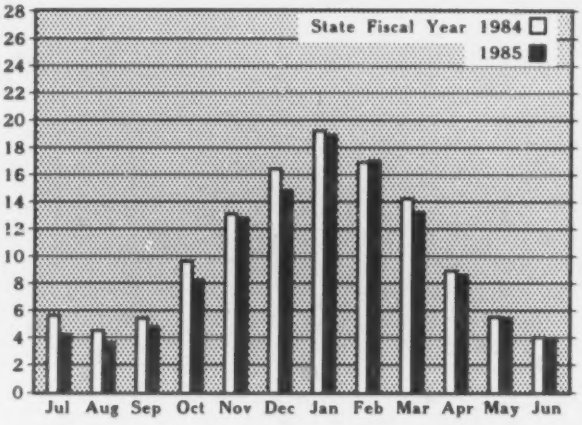
SNOW HILL LOCAL OFFICE
422 W. Market Street P.O. Box 289
Snow Hill, Maryland 21863
Employer Services (301) 632-1886
Gene Theroux, Manager

OCEAN CITY ITINERANT OFFICE
702 N. Philadelphia Avenue P.O. Box 779
Ocean City, Maryland 21842
Employer Services (301) 289-6177
Mary Mason, Supervisor

Worcester County's economy is primarily comprised of agriculture, food processing, and tourist industries. Due to the nature of these industries, the county's labor force is affected by a high degree of seasonality. During the peak summer tourist season, employment levels double. The gain in jobs is primarily centered within the retail trade and services industries. Construction is also significant to the local economy as new restuarants, shopping malls, and condominiums are continuing to be built. The June, 1985 unemployment rate of 3.9 percent was practically even with the June, 1984 rate of 3.8 percent.

The Snow Hill and Ocean City Job Service offices continue to service the employment needs of the county's citizens, exceeding the previous year's job placement performance and surpassing the 1985 planned goal by 25 percent. Although many of the employment opportunities are seasonal in nature, year-round openings do exist and will increase in number as the resident population expands and demands more local services.

Unemployment Rates



Job Service Totals — 1985

Employment Applications	3,826
Individuals Counseled	91
Individuals Tested	18
Job Development Contacts	160
Individuals Placed	1,711
Veterans Placed	255
UI Claimants Placed	230
TJTC Vouchers	191

Unemployment Insurance Totals — 1985

Initial Claims	4,002
Weeks Claimed	33,034
Total Payout	$2,892,739
Average Weekly Payout	104.74
Claimants Receiving Benefits	2,021
Average Duration of Claims (Weeks)	14.0
Claimants Exhausting Benefits	369

Occupations With A Large Projected Growth Through 1990

Sales Clerk	461	Waiter/Waitress	408
Retail Store Manager	163	Janitors/Porters/Cleaners	458
Cashier	166	Kitchen Helpers	146
Short Order Cook	117	Teacher, Elem./Preschool	97
Secretary	113	Bookkeeper	87
General Office Clerk	102	Stock Clerk, Warehouse	84
Cook, Restaurant	100	Delivery/Route Worker	4

PROGRAM DESCRIPTIONS

UNEMPLOYMENT INSURANCE INTRODUCTION

This year, the Department of Employment and Training is adding a new section to the Unemployment Insurance portion of the plan and annual report. A summary of unemployment insurance program information is being presented to provide a very brief overview of the program components. The information presented represents a small sampling, in both content and format of information available through DET's Workline, unemployment Insurance claimants' brochures, and employer information pamphlets.

The information provided here is an example of the public information the department distributes and it provides some answers to some of the most frequently asked questions about the unemployment insurance program. The information presented does not have the power of law or policy and should be used only as a general information guide.

The statistical data included in this section will provide the reader with a ready source of information about the Maryland unemployment insurance program and job market. These tables were formerly published as the UI Annual Report to the Governor.

This section includes:

Highlight information about the UI tax structure, employer tax determination, and reimbursable employers;

Claimant eligibility determination;

Specialized program descriptions;

Information about unemployment insurance benefit programs including number, amount and type of benefit claims, claims by county, and the rate of insured unemployment;

Disqualification provisions, actions of the Board of Appeals, and the effect of disqualifications on the overall tax effort;

Information on the UI tax program including tax rates by broad industry groups;

Status of administrative funds and the Unemployment Insurance Trust Fund;

Level of tax effort in Maryland in comparison to the nation;

Outline of basic information about employment, unemployment, and unemployment rates; and

A summary of UI Legislation approved by the 1985 Session of the General Assembly.

UNEMPLOYMENT TAX STRUCTURE

FINANCING	All unemployment benefits are financed by payroll taxes on employers: • Taxes are structured as insurance premiums • Taxes are "experience-rated" and based on the number of former employees who draw benefits
ELEMENTS	Unemployment Insurance Tax Rate is Composed of Three Elements: • Experience rated component ranging from 0.1% to 5.4% • A tax rate adjustment on employers from -2.1% to +2.7% depending on the balance of the UI Trust • Federal Unemployment Tax (FUTA) is a flat tax on all employers of 0.8% paid directly to the federal government
TAXES AND PROSPECTUS	• Range of rates for FY 1986 will be 1.8% to 6.0% including a 1.7% surtax • Taxes are paid on the first $7,000 paid to each employee beginning January 1 of each year • Tax rates are established on July 1 of each year • Average tax rate is 0.9% of total payroll — ninth lowest in the nation
COMPUTION OF TAX RATES	• Total benefits paid to each former employee are apportioned to all employers in the past 15 to 18 months unless one employer is responsible for 75% of the wages on which eligibility is based in which case all benefits are charged to that employer • Total benefits paid that are assigned to each employer are reduced by the amount of benefits to be non-charged (voluntary quit, some misconduct and part-time employment) • Three years of chargeable benefits divided by three years of taxable payroll yields the final experience rate • Any adjustment to the tax rate is added to or subtracted from the experience rate which cannot be less than 0.1% or more than 6.0%

REIMBURSABLE EMPLOYERS

DEFINITION	The reimbursing employer reimburses the Maryland Unemployment Trust Fund on a dollar-for-dollar basis for benefits paid to former employees which are chargeable to the employer's account
ELIGIBLE EMPLOYERS	Governmental Entities Employers organized under Section 501(c)(3) of the Internal Revenue Code who are exempt from paying income tax under Section 501(a) of the Code
BENEFIT CHARGING	There are no non-charging provisions for reimbursable employers as these employers do not pay annual taxes and are taking the risk that their dollar for dollar reimbursement will be less than paying state and federal UI taxes
ADDITIONAL COSTS	An employer electing to be a reimbursable employer must provide collateral equal to 2.7% of the organization's prior year taxable wages. It may be in the form of a surety bond, securities in escrow or a letter of credit

EMPLOYER TAX DETERMINATION

AMOUNT OF U.I. TAXES PAID	Each year an employer must pay (depending on experience rate and surtax) from 0.1% up to 6.0% on the first $7,000 paid to each employee. In dollars and cents an employer will pay a minimum of $7 (0.1%) up to a maximum of $420 (6.0%) on each employee
EXPERIENCE RATE	An experience rate is the frequency with which former employees file for benefits. If an employer frequently lays off employees then the rate will be high. The tax rate for a company is determined each July first. It is based on the ratio of the amount of benefits charged to the employer and the amount of taxable wages paid in the three previous calendar years. This benefit ratio is then applied to a tax table which slightly increases the amount. For instance, if the benefit ratio is 2.3%, the experience rate tax will be 2.7%

EMPLOYER RESPONSIBILITIES UNDER UNEMPLOYMENT INSURANCE

1. Report total wages paid to covered employees
2. Pay UI Contributions against taxable wages
3. Report the reason for separation of employees who file a claim
4. Review Benefit Charge Statements for accuracy
5. Protest Benefit Payment Determinations if in error

CLAIMANT ELIGIBILITY DETERMINATION

BASIS OF MONETARY ELIGIBILITY	There are certain wage requirements based on the amount of money that is earned while employed. The amount of money earned and paid during the base period determines the "Weekly Benefit Amount." In addition, a claimant must be unemployed through no fault of his or her own, able to work, available for work, looking for work and willing to accept a job for which he or she is qualified
WHERE IS ELIGIBILITY DETERMINED	The individual files a claim for benefits at the local office of the Department of Employment and Training. Eligibility is determined by computer and the individual is notified by mail if earnings are sufficient to qualify for benefits
BENEFIT DURATION AND AMOUNT	Depending on income during a period of 18 months, a claimant may be eligible for benefits of $25 to $175 a week. Claimants, who remain totally unemployed and otherwise maintain eligibility, may receive up to (26) weeks of full benefits. Claimants are expected to find productive employment as soon as possible
MONETARY ELIGIBILITY	If the individual is unemployed for reasons other than lack of work, e.g., voluntary quit, discharge, etc., a disqualification may be imposed. The disqualification may range from a time delay penalty of 5 to 10 weeks before being eligible to receive benefits or the disqualification may remain in place until such time that the individual becomes reemployed and earns 10 times his weekly benefit amount
AVAILABILITY FOR WORK	Each week, the individual must certify that he or she is able and available and actively seeking work
MAINTAINING CLAIMANT ELIGIBILITY	1. Able and available for work each week 2. Make an active search for work each week 3. Be registered for work with the Maryland Job Service when required to do so 4. Accept suitable work as defined by law 5. File a weekly claim for benefits 6. Report to DET local office as requested 7. Report all wages including self-employment and odd jobs, pensions, annuities, Social Security benefits, holiday pay

The pamphlet, "What You Should Know About Unemployment Insurance in Maryland," explains the eligibility requirements.

UNEMPLOYMENT INSURANCE ADMINISTRATION
SPECIALIZED PROGRAM DESCRIPTIONS

COST MODEL

The Cost Model Unit determines the time required to complete various functions associated with unemployment insurance payment, taxation, and appeals. These studies form the basis for the compilation of formulae used in determining the piece rate funding mechanism of the unemployment insurance system. The unit also validates reports on total workload. The reports are a workload "bill" sent to the federal government for services rendered.

FRAUD HOT LINE

This is a toll free telephone number (1-800-492-6804) that provides the public a no-cost, confidential, and direct means to help control unemployment insurance fraud. While there are many actions which can constitute fraud, the following examples are the most common:

Claimant Fraud:

- Failure to actively seek work when required to do so;
- Collecting benefits while working full time;
- Working part-time or odd jobs and not reporting the income; or
- Receiving "under the table" pay while collecting benefits.

Employer Fraud:

- Failure to report wages;
- Paying wages "under the table"; or
- Listing non-employees on payroll records.

INTERNAL AUDIT

The Internal Audit Unit is responsible for two broad functions: internal security and quality control. Both functions are directed to the maintenance of program integrity. Internal Security acts to prevent, detect, and deter fraud by individuals both within and outside the Unemployment Insurance Administration. In addition, auditors regularly audit local and central offices to determine compliance with established policy and procedure and whether official reports accurately reflect actual and reported circumstances. The Quality Control program provides a valuable management tool in examining a random selection of unemployment insurance claims and systematically identifying the rates, types, and causes of improper overpayments and developing and implementing cost-effective corrective action to minimize the recurrence of overpayments.

WORK SHARING

This new voluntary program provides employers confronted with a temporary decline in business with an alternative to layoffs. The principle behind Work Sharing is simple; instead of laying off a percentage of the work force to cut costs, an employer can reduce workers' hours and wages and keep the entire work force on the job. For example, using Work Sharing, an employer with a labor force of 100 employees could cut their hours 20 percent, perhaps to a four-day work week in lieu of laying off 20 percent of the employees. Employees are entitled to receive unemployment insurance benefits on a pro rata basis for the hours not worked, which was not possible prior to Work Sharing. The Work Sharing employer's wages will not reduce the work sharing benefits

Table 1
MARYLAND DEPARTMENT OF EMPLOYMENT AND TRAINING
Unemployment Insurance Administration
BENEFIT PROGRAMS

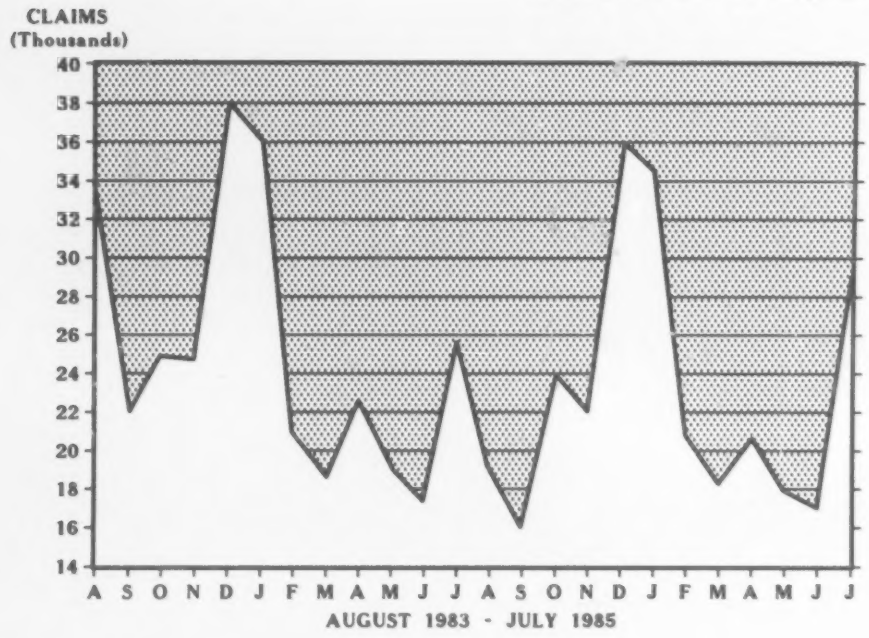
TYPE OF PROGRAM	MONETARY ELIGIBILITY CRITERIA	MINIMUM AND MAXIMUM WEEKLY BENEFIT AMOUNTS (WBA) (1)		TOTAL WEEKS OF DURATION	FUNDING SOURCE	TRIGGER ON/OFF	BRIEF DESCRIPTION
Unemployment Insurance (UI)	Earned a minimum of $576.01 in a calendar quarter with total wages in the base period of $900.00[2]	$25	$175	26	100% Employer Contributions	N/A	Available for individuals who are laid off from their jobs through no fault of their own
Unemployment Compensation Federal Employees (UCFE)	Earned a minimum of $576.01 in a calendar quarter with total wages in the base period of $900.00[2]	$25	$175	26	100% Federally Funded	N/A	Available for Federal employees who are laid off through no fault of their own
Unemployment Compensation Exservicepersons (UCX)	Earned a minimum of $576.01 in a calendar quarter with total wages in the base period of $900.00[2]	$25	$175	13	100% Federally Funded	N/A	Available to Exservicepersons who are honorably discharged and Reservists who serve a minimum of 180 days of active duty
Extended Benefits (EB)	Eligible if monetarily qualified for regular unemployment insurance	$25	$175	13	50% Employer Contributions 50% Federal funds	on-120% of average IUR over 2 preceding years and 5% or when IUR equals 6%. off-when it falls below[3]	Federal program available to claimants during periods of high unemployment
Trade Readjustment Act (TRA)	Eligible if monetarily qualified for regular unemployment insurance[4]	$25	$175	52 minus any weeks of other benefits received	100% Federally Funded	Petition filed with DOL by Union reps., Co. Mgmt. or 3 or more Co. employees	Federal program available to individuals whose employment has been adversely affected by foreign imports
Disaster Unemployment Assistance (DUA)	If not eligible for regular unemployment insurance; must meet the definition of being "employed"	$25	$175[5]	For the entire period during which a disaster is declared	100% Federally Funded	Petition filed by the Governor with the President requesting that a geographic area be declared a disaster area	Federal program available to individuals whose work has been curtailed by a disaster

[1] Effective for new claims filed after 7/1/84.
[2] Base period: the first four (4) of the last five (5) completed calendar quarters.
[3] Insured Unemployment Rate is the percentage of the total number of individuals covered by unemployment insurance who are currently receiving benefits.
[4] Eligibility for regular unemployment insurance fulfills the requirement; however, there are numerous non-monetary stipulations which each claimant must meet to receive TRA.
[5] This weekly benefit amount is available from 10/1/85 through 12/31/85. It is computed on a quarterly basis by the U.S. Department of Labor.

(This chart provides basic program information only. It is not intended as a source for determining final program eligibility.)

January, 1986

Total Initial Claims in Maryland



Total Continued Claims in Maryland

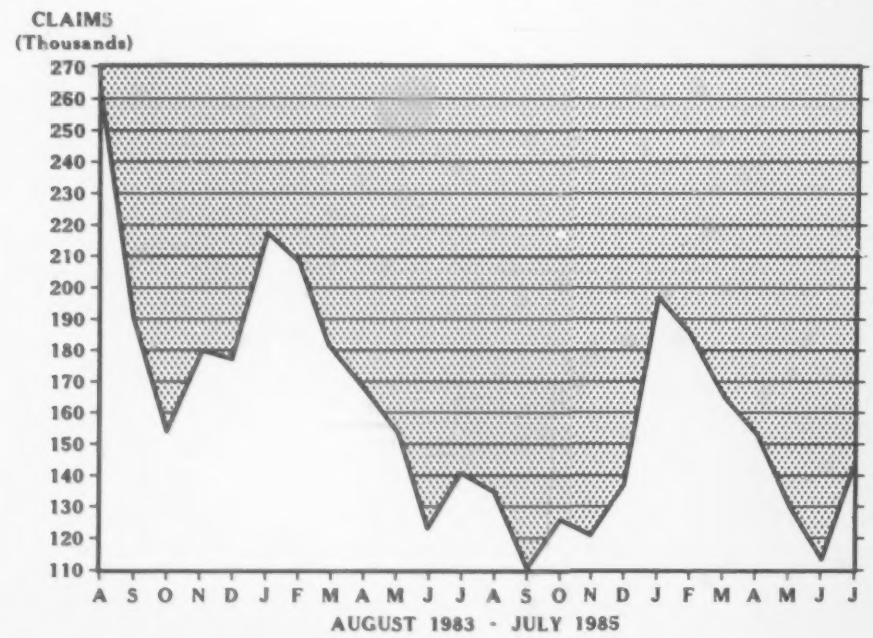


Table 2
Maryland Department of Employment and Training
State UI Activities
July 1, 1984 — June 30, 1985

COUNTY	Total	Initial Claims New	Additional	Continued Claims	Weeks Claimed	Average Weekly Excl. Partials	Average Duration Weeks	Claimants Receiving Benefits	Claimants Exhausting Benefits	Percent Exhausting Benefits
Allegany	11,014	5,909	5,105	74,439	75,779	$121.65	13.1	4,539	1,090	30.2%
Anne Arundel-Glen Burnie	13,433	9,175	4,258	92,052	97,828	$135.23	13.6	6,404	1,562	25.1%
Anne Arundel-Annapolis	3,727	3,041	686	28,399	33,437	$132.74	13.4	1,788	349	18.7%
Baltimore City-Central	46,642	33,327	13,315	316,739	379,979	$120.36	13.7	19,944	5,774	29.8%
Baltimore City-Pimlico	13,508	9,632	3,876	101,920	118,481	$125.20	16.1	6,325	2,249	36.7%
Baltimore-Eastpoint	34,866	21,373	13,493	207,459	264,573	$139.13	13.6	16,490	3,905	21.7%
Baltimore-Towson	11,202	8,012	3,190	85,470	91,600	$138.97	13.5	6,208	1,523	24.9%
Calvert	1,699	1,170	529	13,084	15,752	$125.69	14.1	799	177	20.4%
Caroline	2,523	1,188	1,335	12,420	12,920	$102.64	12.4	930	134	23.3%
Carroll	10,437	5,799	4,638	42,258	44,775	$131.50	8.4	4,626	412	9.4%
Cecil	5,872	3,326	2,546	39,730	41,551	$120.54	11.8	2,141	397	17.8%
Charles	2,894	2,337	557	27,222	30,706	$131.75	13.8	1,372	307	19.9%
Dorchester	5,947	2,623	3,324	31,118	33,385	$99.97	13.3	2,343	352	16.5%
Frederick	6,494	4,378	2,116	32,474	34,174	$133.36	9.4	3,342	277	8.3%
Garrett	4,559	2,293	2,266	29,739	30,677	$119.66	15.0	1,453	420	26.0%
Harford	10,171	5,524	4,647	53,802	65,000	$128.83	12.2	4,698	764	16.7%
Howard	2,840	2,309	531	17,331	20,400	$138.80	13.3	1,539	344	23.1%
Kent	2,743	1,445	1,298	14,186	14,603	$105.67	9.2	1,150	105	9.0%
Montgomery	14,014	12,370	1,644	93,863	97,786	$143.12	14.8	4,867	1,231	23.8%
Prince George's	13,770	11,513	2,257	89,832	111,674	$133.91	15.3	5,545	1,700	26.5%
Queen Anne's	812	448	364	6,283	6,529	$112.61	14.5	385	53	12.9%
St. Mary's	2,095	1,601	494	16,810	17,035	$121.77	12.2	912	146	17.0%
Somerset-Crisfield	2,536	912	1,624	16,329	16,745	$89.73	15.8	1,001	293	33.8%
Somerset-Princess Anne	1,124	485	639	6,398	6,664	$89.76	14.0	423	104	27.5%
Talbot	2,056	1,220	836	9,979	10,434	$106.03	10.0	918	69	5.8%
Washington	13,001	6,148	6,853	80,585	82,221	$120.76	12.0	5,858	1,164	19.0%
Wicomico	8,910	4,771	4,139	43,152	45,598	$110.84	11.0	3,549	529	16.0%
Worcester	3,918	2,545	1,373	30,294	32,773	$104.46	13.9	2,010	366	19.5%
Nondistributable	3,129	2,080	1,049	12,475	12,674	$138.93	-	589	92	22.4%
Total State	255,936	166,954	88,982	1,625,842	1,845,756	$127.54	13.3	112,148	25,888	23.1%
Liable State	14,654	11,716	2,938	70,444	93,735	$137.62	16.5	4,821	1,622	33.4%
Maryland Total	270,590	178,670	91,920	1,696,286	1,939,491	$128.06	13.4	116,969	27,510	23.5%
Baltimore Metropolitan Area	146,826	98,192	48,634	945,430	1,116,073	$130.42	13.4	68,025	16,882	24.8%

The Baltimore Metropolitan Area includes Baltimore City and Anne Arundel, Baltimore, Carroll, Harford and Howard Counties.

Table 3
Maryland Department of Employment and Training
Number Of UI Claims Filed By Month
July 1, 1984 — June 30, 1985

	INTRASTATE CLAIMS				LIABLE STATE				AGENT STATE			
MONTH	New	Additional	Continued	Weeks Claimed	New	Additional	Continued	Weeks Claimed	New	Additional	Continued	Weeks Claimed
TOTAL	154,519	84,884	1,515,513	1,726,327	11,716	2,938	70,444	93,735	12,435	4,098	110,329	119,429
July	14,954	7,277	122,112	139,147	855	279	5,807	7,171	1,161	333	8,841	9,524
August	10,281	5,544	113,802	128,174	855	246	5,863	7,495	1,158	327	9,684	10,465
September	9,216	4,506	92,706	104,954	819	164	4,593	5,813	830	259	7,999	8,807
October	13,810	6,773	107,985	125,252	873	269	6,064	7,597	1,132	381	8,836	9,790
November	11,594	7,467	104,084	120,439	786	281	5,596	7,013	1,090	419	9,019	9,835
December	19,711	13,319	119,648	135,012	793	271	5,680	7,589	955	416	9,164	9,836
January	22,183	8,547	178,502	209,840	1,778	384	7,956	10,350	1,467	463	10,743	11,686
February	11,497	6,243	166,731	193,575	1,212	214	6,694	9,580	1,031	310	10,271	11,236
March	9,719	5,564	146,425	164,916	1,030	226	6,591	9,581	967	269	10,626	11,486
April	11,288	6,940	138,858	154,118	1,151	250	5,957	8,322	988	354	8,883	9,453
May	10,293	6,543	119,547	133,740	836	175	5,004	6,722	832	272	8,762	9,290
June	9,973	6,161	105,113	117,160	728	179	4,639	6,502	824	295	7,501	8,021

Table 4
Maryland Department of Employment and Training
Unemployment Benefits Paid By County
July 1, 1984 — June 30, 1985

	Number of Weeks Compensated			Amount of Payments		
COUNTY	UI	UCFE	UCX	UI	UCFE	UCX
Allegany	59,388	281	407	$7,142,110	$37,327	$110,964
Anne Arundel-Glen Burnie	87,365	1,034	636	11,679,652	150,300	219,495
Anne Arundel-Annapolis	23,954	691	229	3,154,425	95,088	83,808
Baltimore City-Central	273,244	3,320	1,794	32,700,584	446,810	579,127
Baltimore City-Pimlico	101,645	1,015	490	12,679,982	131,602	152,520
Baltimore-Eastpoint	224,837	909	578	31,122,045	129,215	194,502
Baltimore-Towson	84,060	703	364	11,538,830	89,245	90,656
Calvert	11,304	126	57	1,403,064	16,366	21,062
Caroline	11,538	36	9	1,145,812	4,854	4,449
Carroll	38,930	80	112	5,010,460	10,382	38,485
Cecil	25,278	567	141	2,992,501	82,388	35,862
Charles	18,886	1,259	364	2,465,670	177,572	120,419
Dorchester	31,236	67	56	3,014,807	9,114	16,649
Frederick	31,320	457	134	4,080,550	64,780	43,951
Garrett	21,761	66	62	2,555,337	5,505	20,275
Harford	57,237	2,245	590	7,235,957	277,588	178,471
Howard	20,444	252	157	2,819,713	39,076	40,736
Kent	10,524	26	57	1,089,406	4,383	18,170
Montgomery	71,997	2,444	448	10,196,525	354,072	129,260
Prince George's	84,741	2,769	991	11,256,626	392,359	306,741
Queen Anne's	5,564	33	0	612,258	3,617	0
St. Mary's	11,105	397	279	1,340,870	52,055	77,514
Somerset-Crisfield	15,768	42	32	1,384,293	4,459	12,806
Somerset-Princess Anne	5,901	8	35	514,960	440	10,112
Talbot	9,153	8	31	936,182	1,376	10,025
Washington	70,264	507	257	8,286,801	74,457	75,117
Wicomico	39,117	138	143	4,182,557	14,806	51,549
Worcester	27,997	201	37	2,857,521	24,873	10,345
Nondistributable	16,041	27	2	2,460,694	3,055	626
Total State	1,490,599	19,708	8,492	187,860,192	2,697,164	2,653,696
Liable State	79,703	3,967	222	10,851,880	537,496	70,473
Maryland Total	1,570,302	23,675	8,714	198,712,072	3,234,660	2,724,169
Baltimore Metropolitan Area	911,716	10,249	4,950	117,941,648	1,369,306	1,724,169

The Baltimore Metropolitan Area includes Baltimore City and Anne Arundel, Baltimore, Carroll, Harford and Howard Counties.

U.I. BENEFITS PAID IN MARYLAND

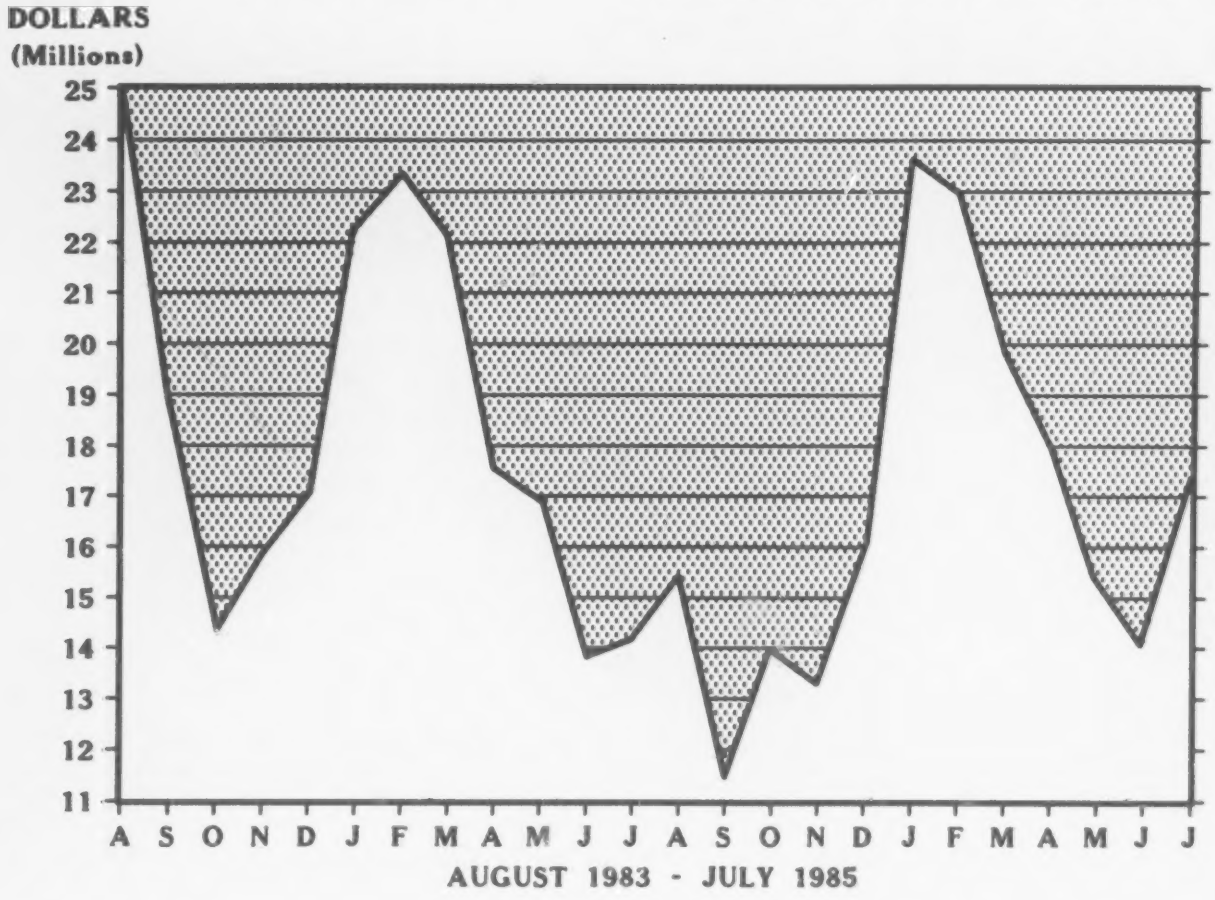


Table 5
Maryland Department of Employment and Training
Benefit Rights and Experience
July 1, 1984 — June 30, 1985

		Total	Percent
Total Monetary Determinations For New Claims		175,415	100.0%
With Insufficient Wage Credits (Ineligible)		29,944	17.1%
With Sufficient Wage Credits (Eligible)		145,201	82.9%
Number Of Eligible Persons Classified By Basic Weekly Benefit Amount		145,201	100.0
$ 25.00	$ 29.00	927	0.6
$ 30.00	$ 34.00	1,258	0.9
$ 35.00	$ 39.00	1,466	1.0
$ 40.00	$ 44.00	1,740	1.2
$ 45.00	$ 49.00	1,910	1.3
$ 50.00	$ 54.00	2,257	1.6
$ 55.00	$ 59.00	2,557	1.8
$ 60.00	$ 64.00	2,912	2.0
$ 65.00	$ 69.00	3,354	2.3
$ 70.00	$ 74.00	3,697	2.5
$ 75.00	$ 79.00	4,023	2.8
$ 80.00	$ 84.00	4,317	3.0
$ 85.00	$ 89.00	4,308	3.0
$ 90.00	$ 94.00	4,143	2.9
$ 95.00	$ 99.00	4,214	2.9
$100.00	$104.00	4,279	2.9
$105.00	$109.00	4,241	2.9
$110.00	$114.00	4,006	2.8
$115.00	$119.00	3,944	2.7
$120.00	$124.00	3,821	2.6
$125.00	$129.00	3,644	2.5
$130.00	$134.00	3,428	2.4
$135.00	$139.00	3,620	2.5
$140.00	$144.00	3,346	2.3
$145.00	$149.00	3,161	2.2
$150.00	$154.00	2,849	2.0
$155.00	$159.00	2,861	2.0
$160.00	$164.00	2,720	1.9
$165.00	$169.00	2,357	1.6
$170.00	$174.00	2,505	1.5
$175.00	(Maximum)	51,636	35.6
Number Of Eligible Persons Classified By Annual Base Period Earnings		145,201	100.0
Under 600.00	0	0.0	
$ 600.00	$1,199.00	767	0.5
$1,200.00	$1,799.00	2,690	1.9
$1,800.00	$2,399.00	3,794	2.6
$2,400.00	$2,999.00	4,739	3.3
$3,000.00	$3,599.00	5,291	3.6
$3,600.00	$4,199.00	5,656	3.9
$4,200.00	$4,799.00	5,714	3.9
$4,800.00	$5,399.00	5,644	3.9
$5,400.00	$5,999.00	5,689	3.9
$6,000.00	And Over	105,217	72.5

Detail may not add to total due to rounding.

The "basic" weekly benefit amount includes any payment for dependents and is the amount payable for a week of total unemployment.

This table is the number of determinations made during the fiscal year and does not correspond to the number of new claims taken during the fiscal year.

Table 6
Maryland Department of Employment and Training
Rate of Insured Unemployed
July 1, 1983 — June 30, 1985

Fiscal Year 1984		Fiscal Year 1985	
Month	**Rate**	**Month**	**Rate**
July, 1983	3.39	July, 1984	2.06
August	3.15	August	2.00
September	2.95	September	1.95
October	2.69	October	1.85
November	2.50	November	1.82
December	2.51	December	1.93
January, 1984	2.79	January, 1985	2.23
February	3.09	February	2.60
March	3.24	March	2.85
April	3.02	April	2.68
May	2.67	May	2.33
June	2.30	June	2.04
FY Average:	2.91	FY Average:	2.20

Table 7
Maryland Department of Employment and Training
Weekly Average of State-Insured Unemployed By Industrial Attachment And By Sex
July 1, 1983 — June 30, 1985

	TOTAL			MALE			FEMALE		
	July 1984 June 1985	July 1983 June 1984	Percent Change	July 1984 June 1985	July 1983 June 1984	Percent Change	July 1984 June 1985	July 1983 June 1984	Percent Change
Total — All Industries	36,000	41,552	-13.4	22,242	26,944	-17.5	13,759	14,608	-5.8
Mining	490	394	24.4	398	371	7.3	91	23	295.7
Contract Construction	6,216	7,248	-14.2	5,781	6,959	-16.9	435	289	50.5
Manufacturing — Total	9,453	10,002	-5.5	5,594	6,565	-14.8	3,859	3,437	12.3
Food Processing	1,461	1,640	-10.9	761	857	-11.2	700	783	-10.6
Textile Mill Products	158	97	62.9	24	40	-40.0	133	58	129.3
Apparel Products	1,219	779	56.5	224	164	36.6	995	615	61.8
Lumber and Wood Products	156	170	-8.2	156	158	-1.3	0	12	-100.0
Furniture and Fixtures	343	146	134.9	186	77	141.6	157	70	124.3
Paper Products	604	181	233.7	411	101	306.9	193	81	138.3
Printing and Publishing	439	338	29.9	217	180	20.6	222	157	41.4
Chemical Products	296	658	-55.0	212	376	-43.6	85	282	-69.9
Petroleum and Coal Products	24	76	-68.4	18	76	-76.3	6	0	
Rubber and Plastics	480	718	-33.1	199	419	-52.5	282	299	-5.7
Leather Products	215	52	313.5	54	6	800.0	161	46	250.0
Stone, Clay and Glass Products	375	468	-19.9	297	406	-26.8	79	63	25.4
Primary Metals	1,267	1,496	-15.3	1,028	1,066	-3.6	239	429	-44.3
Fabricated Metals	229	394	-41.9	163	320	-49.1	67	75	-10.7
Non-electrical Machinery	295	423	-30.3	211	338	-37.6	84	84	0.0
Electrical Equipment	484	361	34.1	243	221	10.0	241	140	72.1
Transportation Equipment	1,252	1,746	-28.3	1,138	1,635	-30.4	114	111	2.7
Instruments and Related	66	98	-32.7	18	52	-65.4	48	47	2.1
Miscellaneous Manufacturing	90	162	-44.4	36	74	-51.4	55	88	-37.5
Public Utilities	1,580	1,931	-18.2	1,085	1,391	-22.0	495	540	-8.3
Wholesale and Retail Trade	6,565	8,399	-21.8	3,616	4,511	-19.8	2,948	3,888	-24.2
Finance, Insur. and Real Estate	1,277	1,410	-9.4	686	746	-8.0	591	664	-11.0
Services	6,920	7,650	-9.5	3,171	3,601	-11.9	3,749	4,048	-7.4
All Other	3,501	4,518	-22.5	1,910	2,800	-31.8	1,591	1,719	-7.4

NOTE: Details may not add to the total due to rounding.

Table 8
Maryland Department of Employment and Training
Nonmonetary Determinations and Disqualification Imposed By Issue In Single and Multi-Claimant Cases
July 1, 1984 — June 30, 1985

ISSUE	TOTAL NONMONETARY DETERMINATIONS						NUMBER DISQUALIFIED OR INELIGIBLE					
	Md. State Total		Intrastate Total		Liable State Total		Md. State Total		Intrastate Total		Liable State Total	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent of Nonmonetary Determinations	Number	Percent of Nonmonetary Determinations	Number	Percent of Nonmonetary Determinations
Total - All Programs	78,557	100.0%					60,746	77.3%				
Total - UI Regular	75,146	100.0%	69,778	100.0%	5,368	100.0%	57,878	77.0%	52,829	75.7%	5,049	94.1%
Disqualification Issues — Total	55,756	74.2%	51,755	74.2%	4,001	74.5%	41,414	75.9%	37,729	72.5%	3,685	92.1%
Voluntary Quit	23,934	31.8%	21,056	30.2%	2,878	53.6%	20,461	85.5%	17,789	72.9%	2,672	92.8%
Gross Misconduct	5,825	7.8%	5,442	7.8%	383	7.1%	5,817	99.9%	5,442	100.0%	375	99.7%
Disciplinary Layoff	16,680	22.2%	16,158	23.2%	522	9.7%	8,569	51.4%	8,145	53.7%	424	97.9%
Refusal to Accept or Apply for Work	1,477	2.0%	1,468	2.1%	9	0.2%	977	66.1%	970	66.1%	7	77.8%
Pension	2,606	3.5%	2,545	3.4%	61	1.1%	2,460	94.4%	2,399	94.3%	61	100.0%
Dismissal Payment	5,234	7.0%	5,086	7.3%	148	2.6%	3,130	59.8%	2,984	58.7%	146	98.6%
Ineligible Issues — Total	19,390	25.8%	18,023	25.8%	1,367	25.5%	16,464	80.5%	15,100	83.8%	1,364	99.8%
Not Seeking Work	2,325	3.1%	2,089	3.0%	236	4.4%	2,053	88.3%	1,817	87.0%	236	100.0%
Reporting Requirements	2,745	3.7%	2,307	3.3%	438	8.2%	2,660	96.9%	2,223	96.4%	437	99.8%
Unable or Unavailable	8,832	11.8%	8,435	12.1%	397	7.4%	6,745	76.4%	6,350	75.3%	395	99.5%
Holiday, Vacation Pay, and Other	5,488	7.3%	5,192	7.4%	296	5.5%	5,006	91.2%	4,710	90.7%	296	100.0%
Total UCFE — Regular	971	100.0%					590	61.0%				
Total UCX — Regular	166	100.0%					116	69.9%				
EB — Total (UI)	0	0.0%					0	0.0%				
AB — Total	0	0.0%					0	0.0%				
UI	0	0.0%					0	0.0%				
UCFE	0	0.0%					0					
UCX	0	0.0%					0	0.0%				
FSC — Total	2,274	100.0%					2,162	95.0%				
UI	2,264	99.6%					2,152	95.0%				
UCFE	10	0.4%					10	100.0%				
UCX	0	0.0%					0	0.0%				
WORKSHARING (Included in UI Total)	1,405						1,199					

Detail may not add due to rounding.

Table 9
Maryland Department of Employment and Training
Unemployment Insurance Appeals
July 1, 1984 — June 30, 1985

Item (Include Liable State)	APPEALS	
	Hearings Examiner	Board of Appeals
Cases Pending June 30, 1984 — UI	1,547	425
Cases Received June 30, 1985	14,981	2,241
Total Cases — UI	16,528	2,661
Total Decisions — UI	15,556 [2]	2,021 [3]
Claimant Appeals	12,600	1,340
In Favor of Appellant	4,587	203
Unfavorable to Appellant	8,013	1,137
Employer Appeals	2,951	661
In Favor of Appellant	1,344	130
Unfavorable to Appellant	1,607	531
Other Dispositions [1]	5	20
Other Cases Disposed:	714	71
UCFE	284	39
UCX	59	3
EB	2	1
AB	2	2
FSC	361	23
All Other [4]	6	3
Cases Appealed to the Courts — 181		
Cases Pending UI — June 30, 1985	972	645

[1] Included in total cases disposed those cases involving withdrawals, overpayment recovery and dispositions rendered prior to a hearing. These cases include both employer and claimant appeals at both levels.

[2] Included in total cases disposed are 14 multi-claimant cases involving 102 claimants.

[3] Total cases include 14 multi-claimant cases involving 4,516 claimants.

[4] Data includes appeals disposed under the WIN, TRA and CSI program.

Table 10
NUMBER OF EMPLOYERS, TAXABLE WAGES, AND CONTRIBUTIONS BY EXPERIENCE RATE
JULY 1, 1984 - JUNE 30, 1985

Experience	Employers		Taxable Wages		Contributions	
Rate	Number	Percent	Amount	Percent	Amount	Percent
(1)1.8	30,239	31.3	816,222,677	8.5	14,450,517	4.6
1.8	3,021	3.1	187,487,164	2.0	3,289,364	1.0
1.9	1,770	1.8	298,427,357	3.1	5,607,008	1.8
2.0	1,215	1.3	382,210,901	4.0	7,608,988	2.4
2.1	1,000	1.0	324,448,459	3.4	6,806,428	2.2
2.2	963	1.0	497,537,233	5.2	10,870,411	3.4
2.3	885	0.9	233,741,068	2.4	5,329,095	1.7
2.4	910	0.9	434,518,445	4.5	10,307,367	3.3
2.5	852	0.9	331,161,769	3.4	8,285,021	2.6
2.6	804	0.8	264,909,507	2.8	6,831,708	2.2
2.7	756	0.8	242,706,100	2.5	6,504,313	2.1
(2)2.8	30,903	32.0	1,044,387,774	10.9	27,844,108	8.8
2.8	840	0.9	234,678,721	2.4	6,525,608	2.1
2.9	659	0.7	167,583,620	1.7	4,803,144	1.5
3.0	661	0.7	235,543,590	2.4	6,973,898	2.2
3.1	610	0.6	170,924,584	1.8	5,227,095	1.7
3.2	536	0.6	141,907,180	1.5	4,387,724	1.4
3.3	563	0.6	120,193,008	1.2	3,925,378	1.3
3.4	591	0.6	189,920,245	2.0	6,415,632	2.0
3.5	557	0.6	152,006,068	1.6	5,311,535	1.7
3.6	532	0.5	118,977,916	1.2	4,249,263	1.4
3.7	482	0.5	160,306,176	1.7	5,818,266	1.9
3.8	458	0.5	115,154,968	1.2	4,283,128	1.4
3.9	429	0.4	102,946,092	1.1	3,957,031	1.3
4.0	428	0.4	151,634,883	1.6	6,001,336	1.9
4.1	393	0.4	79,884,109	0.8	3,230,167	1.0
4.2	397	0.4	86,125,064	0.9	3,588,169	1.1
4.3	387	0.4	78,038,483	0.8	3,302,924	1.1
4.4	388	0.4	68,432,345	0.7	2,970,028	0.9
4.5	336	0.3	62,592,817	0.6	2,763,333	0.9
4.6	362	0.4	63,465,398	0.7	2,859,813	0.9
4.7	313	0.3	109,270,618	1.1	5,071,361	1.6
4.8	345	0.4	62,128,085	0.6	2,936,951	0.9
4.9	277	0.3	54,543,509	0.6	2,657,870	0.8
5.0	297	0.3	40,891,748	0.4	1,983,413	0.6
5.1	268	0.3	49,438,827	0.5	2,472,057	0.8
5.2	286	0.3	43,574,367	0.5	2,229,932	0.7
5.3	263	0.3	44,080,385	0.5	2,289,063	0.7
5.4	940	1.0	45,052,064	0.5	2,268,489	0.7
5.5	245	0.3	51,723,776	0.5	2,764,597	0.9
5.6	234	0.2	35,957,358	0.4	1,958,783	0.6
5.7	212	0.2	36,315,593	0.4	2,027,844	0.6
5.8	255	0.3	44,013,188	0.5	2,517,805	0.8
5.9	224	0.2	28,605,210	0.3	1,654,110	0.5
6.0	9,557	9.9	1,401,955,480	14.6	82,049,240	26.0
Total	96,643	100.0	9,605,623,929	100.0	315,209,315	100.0

Average Rate: Experienced rated accounts 3.28 All accounts 3.27 preliminary.
(1) Accounts with no benefit charges
(2) New accounts
Data includes 87,392 active accounts and 9,251 inactive accounts.

Table 11
Maryland Department of Employment and Training
Unemployment Insurance
Benefit Account Fund
Statements of Receipts and Disbursements
For the Period January 1, 1936 to June 30, 1985

RECEIPTS

Contributions Collected - Total		$3,088,683,189.15
From January 1, 1936 - June 30,1984	$2,769,826,956.77	
For Fiscal Year July 1, 1984 - June 30, 1985	318,856,232.38	
Interest and Special Charges Collected - Total		9,366,545.25
Prior to April 1, 1945	173,444.42	
From April 1, 1945 - June 30, 1984	7,535,360.61	
For Fiscal Year July 1, 1984 - June 30, 1985	1,657,740.22	
U. I Benefits Reimbursed by Non-Profit Employers		71,919,463.42
Interest Paid by U. S. Treaasury - Total		305,446,826.36
From March 1936 - June 30, 1984	285,126,167.01	
For Fiscal Year July 1, 1984 - June 30, 1985	20,320,659.35	
Federal Unemployment Tax (Reed Bill)		2,280,245.73
U. S. Loan for Temporary Unemployment Compensation Benefit Payments (TUC)		12,043,817.02
U. I. Extended Benefits Reimbursed by U. S. Treasury		66,042,616.33
TOTAL RECEIPTS		3,555,782,703.26

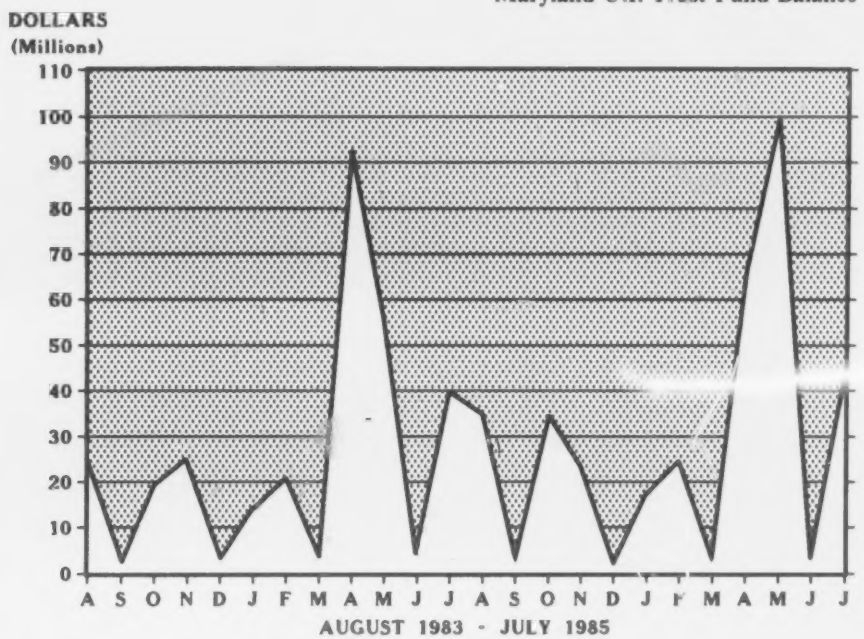
DISBURSEMENTS

Benefits Paid - Total		3,204,054,626.16
From 1938 - June 30, 1984	2,803,524,030.19	
For Fiscal Year July 1, 1984 - June 30, 1985	183,934,839.97	
For Temporary Unemployment Compensation (TUC)	12,040,222.02	
For Extended Benefits [1]	131,999,955.55	
For Reimbursable Benefits	72,555,578.43	
Refunds of Overpaid Contributions		11,424,497.64
Transfers to Special Administrative Fund		8,886,488.37
Repayment U. S. Loan Temporary Unemployment Compensation Benefit Payments (TUC)		12,043,817.00
Expenditures for Administration (transfer from Reed Act Funds)		834,640.38
TOTAL DISBURSEMENTS		3,237,244,069.55
BALANCE IN FUND [2]		318,538,633.71

[1] EB benefits were revised to include $970 in overpayment recoveries.

[2] Total includes 464,000 in UCFE accounts receivables owed to Maryland UI Trust Fund.

Maryland U.I. Trust Fund Balance



U.I. Tax Revenue Received in Maryland

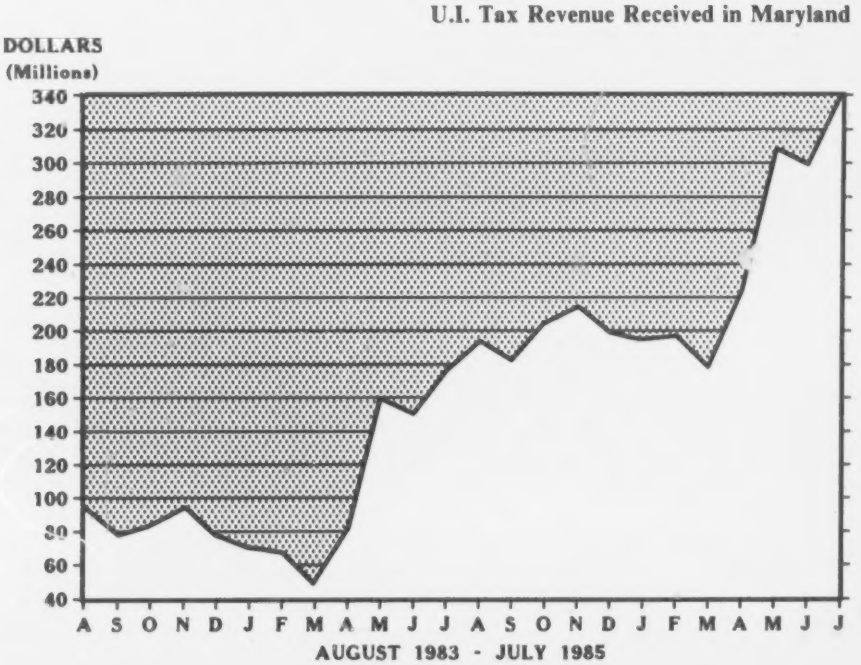


Table 12
Maryland Department of Employment and Training
Trust Fund
January 1, 1976 — June 30, 1985

YEAR	Quarter	Revenue Contributions and Interest	Trust Fund Balance (1)	Expenditures	Total Wages	Taxable Wages***	Ratio of Taxable Wages To Total Wages
1985	Jan. - Mar.	$42,036,438	$198,180,017	$62,718,309	$31,176,433,080	$9,914,105,719 EST.	.0032
	Apr. - June	164,580,416	318,068,173	44,622,826			
	July - Sept.						
	Oct. - Dec.						
1984	Jan. - Mar.	34,546,138	65,854,683	65,276,740	28,942,819,278	9,209,887,969 PREL. (2)	.0032
	Apr. - June	145,295,557	163,863,876	46,762,199			
	July - Sept.	75,775,603	202,232,693	37,674,417			
	Oct. - Dec.	55,940,576	218,757,855	39,393,045			
1983	Jan. -Mar.	18,404,393	127,611,759	*99,514,647	26,043,021,191	8,490,001,249 ACT.(2)	.0033
	Apr. - June	66,098,747	122,997,531	67,612,785		(maximum taxable	
	July - Sept.	36,609,390	96,420,670	64,183,910		wage increased to	
	Oct. - Dec.	45,478,896	96,510,645	44,719,359		7,000 on 1/18/83)	
1982	Jan. - Mar.	22,847,572	330,037,847	92,592,899	23,917,755,841	7,411,653,724	.0031
	Apr. - June	68,415,335	306,012,111	83,927,441		(6,000)	
	July - Sept.	34,392,738	258,919,869	80,105,695			
	Oct. - Dec.	24,467,371	207,586,867	77,617,686			
1981	Jan. - Mar.	30,830,767	347,790,230	59,090,440	22,758,884,167	7,126,931,784	.0031
	Apr. - June	104,781,575	410,576,636	42,173,689		(6,000)	
	July - Sept.	62,051,157	*430,109,697	43,587,189			
	Oct. - Dec.	28,878,899	401,308,993	54,658,557			
1980	Jan. - Mar.	36,996,191	225,173,795	50,250,189	20,797,250,047	6,915,237,052	.0033
	Apr. - June	139,050,039	348,493,398	45,221,139	(6,000)		
	July - Sept.	79,737,596	382,087,669	46,223,912			
	Oct. - Dec.	39,682,126	376,209,292	45,006,409			
1979	Jan. - Mar.	30,774,016	106,210,542	43,841,346	19,010,302,347		.0035
	Apr. - June	114,292,697	197,135,620	23,373,203		6,560,054,770**	
	July - Sept.	71,593,371	245,720,692	22,694,677		(6,000)	
	Oct. - Dec.	48,670,129	268,421,754	25,957,071			
1978	Jan. - Mar.	17,539,208	18,197,860	39,051,894	16,743,096,889	4,733,021,948	.0028
	Apr. - June	94,082,192	54,342,027	21,687,853		(4,200)	
	July - Sept.	63,339,186	97,860,478	18,693,038			
	Oct. - Dec.	40,225,077	119,273,240	19,965,185			
1977	Jan. -Mar.	16,515,522	- 55,570,940	50,640,399	12,804,000,000	4,598,996,044	.0036
	Apr. - June	77,258,369	- 8,703,751	30,391,105		(4,200)	
	July - Sept.	40,660,239	6,854,292	25,116,521			
	Oct. - Dec.	24,083,055	3,139,422	27,797,323			
1976	Jan. - Mar.	8,980,677	- 13,048,185	51,461,423	11,513,683,071	4,376,703,456	.0038
	Apr. - June	39,100,004	- 6,655,241	33,058,340		(4,200)	
	July - Sept.	22,310,247	- 12,936,505	28,591,565			
	Oct. - Dec.	22,454,566	- 21,498,905	31,016,966			

*** - Prior Year (wage supplement) (maximum taxable wage) ** - (new coverage January, 1978) * - Higest Quarter

(1) The Trust Fund balance in table 12 reflects benefit payout under all programs including federal reinbursables for which account receivable currently exceed $400,000 and others that are not reflected in table 11 which include regular UI activity only.

(2) In the 1984 plan actual taxable wages were not available for 1983 and 1984 and were estimated.

ESTIMATED TOTAL UNEMPLOYMENT

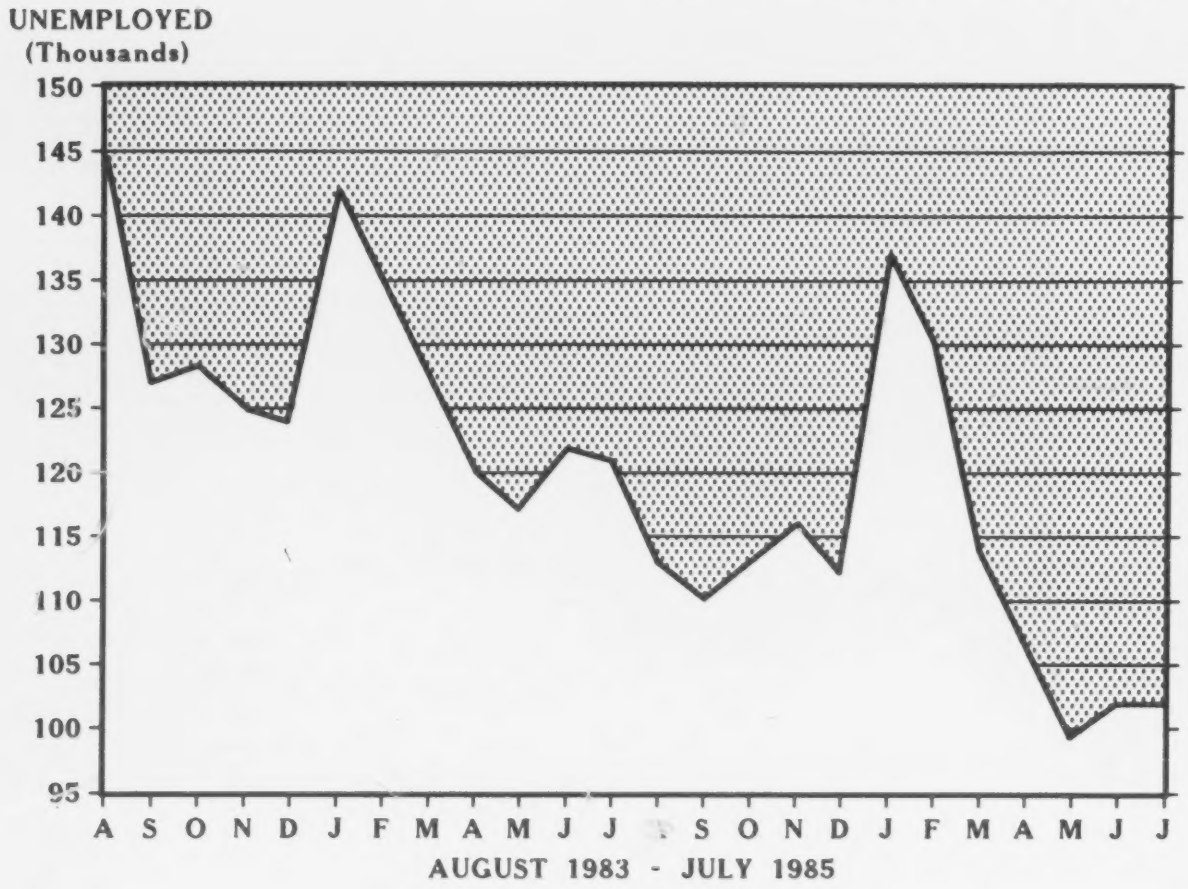


Table 13
STATE CIVILIAN LABOR FORCE, EMPLOYMENT AND UNEMPLOYMENT
JANUARY 1979-JUNE 1985

Item	Jan.	Feb.	Mar.	Apr	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Annual Average
1985													
Labor Force	2,257,277	2,241,140	2,250,860	2,243,625	2,255,416	2,290,577	2,305,622	2,291,476	2,279,427	2,289,723			
Employment	2,119,583	2,111,698	2,137,174	2,136,824	2,156,578	2,188,376	2,203,243	2,194,079	2,182,591	2,187,873			
Unemployment	137,694	129,442	113,686	106,801	98,838	102,201	102,379	97,397	96,836	101,850			
Rate	6.1	5.8	5.1	4.8	4.4	4.5	4.4	4.3	4.2	4.4			
1984													
Labor Force	2,180,380	2,183,468	2,202,356	2,222,948	2,240,300	2,279,191	2,276,571	2,257,563	2,241,817	2,266,450	2,282,739	2,294,215	2,244,000
Employment	2,038,094	2,048,028	2,073,656	2,101,115	2,123,592	2,156,897	2,155,674	2,144,222	2,132,171	2,153,564	2,167,172	2,181,815	2,123,000
Unemployment	142,286	135,440	128,700	121,833	116,708	122,294	120,897	113,341	109,646	112,886	115,567	112,400	121,000
Rate	6.5	6.2	5.8	5.5	5.2	5.4	5.3	5.0	4.9	5.0	5.1	4.9	5.4
1983													
Labor Force	2,146,714	2,140,905	2,162,559	2,183,838	2,200,110	2,237,377	2,213,997	2,218,377	2,224,754	2,235,216	2,234,413	2,237,738	2,203,000
Employment	1,952,578	1,950,662	1,983,785	2,022,200	2,048,966	2,085,545	2,067,651	2,073,301	2,098,009	2,106,753	2,109,489	2,113,061	2,051,000
Unemployment	194,136	190,243	178,774	161,638	151,144	151,832	146,346	145,076	126,745	128,463	124,924	124,677	152,000
Rate	9.0	8.9	8.3	7.4	6.9	6.8	6.6	6.5	5.7	5.7	5.6	5.6	6.9
1982													
Labor Force	2,134,017	2,126,361	2,140,878	2,156,784	2,175,586	2,205,535	2,197,391	2,174,342	2,166,562	2,171,597	2,167,692	2,175,254	2,166,000
Employment	1,934,066	1,930,833	1,952,775	1,979,233	2,001,194	2,020,061	2,012,036	1,988,611	1,990,930	1,993,346	1,993,116	1,999,799	1,983,000
Unemployment	199,951	195,528	188,103	177,551	174,392	185,474	185,355	185,731	175,632	178,251	174,576	175,455	183,000
Rate	9.4	9.2	8.8	8.2	8.0	8.4	8.4	8.5	8.1	8.2	8.1	8.1	8.4
1981													
Labor Force	2,139,669	2,142,363	2,145,690	2,159,641	2,170,735	2,200,666	2,199,313	2,171,459	2,168,499	2,150,848	2,160,021	2,171,095	2,165,000
Employment	1,970,990	1,974,207	1,991,145	2,014,189	2,028,228	2,044,620	2,041,648	2,015,823	2,017,530	1,998,916	1,997,714	2,000,989	2,008,000
Unemployment	168,679	168,156	154,545	145,452	142,507	156,046	157,665	155,636	150,969	151,932	162,307	170,106	157,000
Rate	7.9	7.8	7.2	6.7	6.6	7.1	7.2	7.2	7.0	7.1	7.5	7.8	7.3
1980													
Labor Force	2,108,792	2,113,049	2,128,123	2,146,029	2,170,125	2,187,596	2,207,238	2,180,215	2,146,237	2,161,718	2,167,317	2,179,561	2,158,000
Employment	1,966,802	1,972,299	1,990,813	2,015,498	2,038,093	2,034,658	2,055,060	2,036,517	2,010,306	2,025,666	2,030,474	2,039,814	2,018,000
Unemployment	141,990	140,750	137,310	130,531	132,032	152,938	152,178	143,698	135,931	136,052	136,843	139,747	140,000
Rate	6.7	6.7	6.5	6.1	6.1	7.0	6.9	6.6	6.3	6.3	6.3	6.4	6.5
1979													
Labor Force	2,052,220	2,060,886	2,073,233	2,095,637	2,118,994	2,177,440	2,159,006	2,135,259	2,133,118	2,119,995	2,138,597	2,163,614	2,119,000
Employment	1,919,279	1,917,423	1,951,848	1,981,545	2,009,049	2,049,320	2,031,045	2,007,540	2,017,362	2,002,846	2,015,976	2,024,767	1,994,000
Unemployment	132,941	143,463	121,385	114,092	109,945	128,120	127,961	127,719	115,756	117,149	122,621	138,847	125,000
Rate	6.5	7.0	5.9	5.4	5.2	5.9	5.9	6.0	5.4	5.5	5.7	6.4	5.9

SUMMARY OF UNEMPLOYMENT INSURANCE LEGISLATION APPROVED BY THE 1985 SESSION OF THE GENERAL ASSEMBLY
Maryland Annotated Code

Article 95A
Section 6(g)
Provides that the payment of a deductible pension payment will not constitute a full week's benefits for the purpose of computing the maximum payable benefits. If partial unemployment insurance benefits are payable, only the actual amount of the benefit check will be deducted from the maximum benefit amount.

Section 6(h)
Provides that the payment of a deductible severance payment will not constitute a full week's benefits for the purpose of computing the maximum payable benefits. If partial unemployment insurance benefits are payable, only the actual amount of the benefit check will be deducted from the maximum benefit amount.

Section 7(e), 7(f), 7(g), 11(a), 12(g)(1), 16(b)
Changes the titles of unemployment insurance appeals referees to hearing examiners.

Section 20(g)(8)(xvi)
Restores to the definition of employment, service performed by residents or physicians in post-graduate education in the employ of a hospital.

Section 20(g)(8)(xx)
Restores to the definition of employment, service performed in an amateur athletic contest by a referee, umpire, linesman, or any other official on a per game fee basis for an association of referees, umpires, linesmen, or other officials.

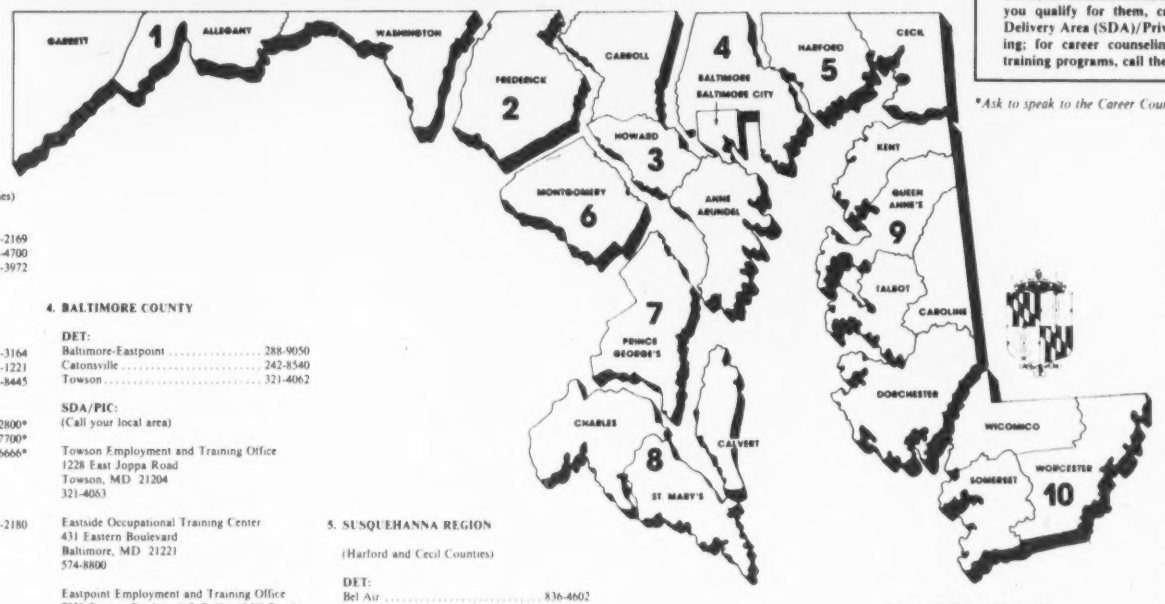
NOTE: Most officials who work in amateur athletic contests are independent contractors and are exempt from coverage under the Maryland UI Law.

Section 20(n)
Provides that payments made to an employee under an employer's plan due to sickness or accident disability are taxable as wages under the Maryland Unemployment Insurance Law. This does not include Workmen's Compensation payments.

Offices in Maryland offering
JOB TRAINING AND PLACEMENT SERVICES

Maryland has been divided into these 10 regions to make job training and placement service offices as convenient as possible. Locate those nearest to where you live. Remember, for information about actual jobs available, contact the DET office; for information about training programs and whether you qualify for them, call the office under the Service Delivery Area (SDA)/Private Industry Council (PIC) heading; for career counseling and information about other training programs, call the community college.

**Ask to speak to the Career Counseling Office at the Community College*



1. WESTERN MARYLAND
(Garrett, Allegany and Washington Counties)

DET:
Cumberland 777-2169
Hagerstown 791-4700
Oakland 334-3972

SDA/PIC:
Western Maryland Consortium
P.O. Drawer D
Hagerstown, MD 21740
Washington County 791-3164
Allegany County 777-1221
Garrett County 334-8445

Community Colleges:
Hagerstown Jr. College 790-2800*
Allegany Community College 724-7700*
Garrett Community College 387-6666*

2. FREDERICK COUNTY

DET:
Frederick 694-2180

SDA/PIC:
Frederick County Job Training Agency
1730 A North Market Street
Frederick, MD 21701
694-1174

Community College:
Frederick Community College 694-5240*

3. BALTIMORE METROPOLITAN
(Carroll, Anne Arundel, Howard Counties and Baltimore City)

DET:
Annapolis 269-3941
Baltimore-Downtown 383-5187
Baltimore-Pimlico 358-6683
Westminster 876-2240
Ellicott City 461-3535
Glen Burnie 787-2335

SDA/PIC:
Neighborhood Progress Administration
222 East Saratoga Street
Baltimore, MD 21202
396-4100

Community Colleges:
Carroll County Branch Campus 876-3880*
Anne Arundel Community College 647-7100*
Howard Community College 992-4800*
Community College of Baltimore at
Harbor Campus 396-0470*
Liberty Campus 396-0203*

4. BALTIMORE COUNTY

DET:
Baltimore-Eastpoint 288-9050
Catonsville 242-8540
Towson 321-4062

SDA/PIC:
(Call your local area)

Towson Employment and Training Office
1228 East Joppa Road
Towson, MD 21204
321-4063

Eastside Occupational Training Center
431 Eastern Boulevard
Baltimore, MD 21221
574-8800

Eastpoint Employment and Training Office
7930 Eastern Boulevard & Rolling Mill Road
Baltimore, MD 21224
282-4004

Catonsville Employment and Training Office
5200 Westland Boulevard
Baltimore, MD 21227
242-8540

Owings Mills Employment and Training Office
Garrison Forrest Shopping Center
Mini Library
Owings Mills, MD 21117
363-2370

Dundalk Employment and Training Office
10 Dunmanway
Baltimore, MD 21222
282-1684

Green Lights
23 West Susquehanna Avenue
Towson, MD 21204
494-4393

Community Colleges:

Catonsville Community College 455-6050*
Dundalk Community College 282-6700*
Essex Community College 682-6000*

5. SUSQUEHANNA REGION
(Harford and Cecil Counties)

DET:
Bel Air 836-4602
Elkton 398-3810

SDA/PIC:
Private Industry Council
310 Green Street
P.O. Box 611
Havre de Grace, MD 21078
939-4240

Community Colleges:
Cecil Community College 287-6060*
Harford Community College 836-4000*

6. MONTGOMERY COUNTY

DET:
Wheaton 949-5624

SDA/PIC:
Montgomery Community College: JTPA
Takoma Park Campus
7600 Takoma Avenue
P.O. Box 87
Takoma Park, MD 20912
587-4050

Community Colleges:
Montgomery College at Rockville ... 279-5000*
Takoma Park 587-4050*
Germantown 972-2000*

7. PRINCE GEORGE'S COUNTY

DET:
College Park 441-2121

SDA/PIC:
Private Industry Council
311 68th Place
Seat Pleasant, MD 20743
350-9760

Community College:
Prince George's Community College 336-6000*

8. SOUTHERN MARYLAND
(Charles, Calvert & St. Mary's Counties)

DET:
Leonardtown 475-8300
Prince Frederick 535-1556
Waldorf 645-8710

SDA/PIC:
(Call your local area)

St. Mary's County Job Service: JTPA
P.O. Box 440
Leonardtown, MD 20650
475-5597

Charles County Job Service: JTPA
P.O. Box 9
Waldorf, MD 20601
645-8720

Calvert County Job Service: JTPA
P.O. Box 508
Prince Frederick, MD 20678
535-3042

Community Colleges:
Charles County Community College 934-2251*
Calvert Branch 535-5455*
St. Mary's Branch 863-6681*

9. UPPER SHORE
(Kent, Queen Anne's, Talbot, Caroline & Dorchester Counties)

DET:
Cambridge 228-0700
Chestertown 778-3525
Denton 479-1160
Easton 822-3030

SDA/PIC:
Upper Shore Private Industry Council
P.O. Box 8
Wye Mills, MD 21679
822-1716

From Talbot & Caroline
Counties 822-5400
From Queen Anne's & Kent
Counties 758-1537

Community Colleges:
Chesapeake Community College
Glasgow Center 228-5754*
Glasgow Street
Cambridge, MD 21613
From Trappe 476-3016*

10. LOWER SHORE
(Wicomico, Worcester & Somerset Counties)

DET:
Ocean City 289-6177
Salisbury 543-6657
Snow Hill 632-1886
Crisfield 968-0440

SDA/PIC:
(Call your local area)

Somerset County Job Service: JTPA
P.O. Box 471
Crisfield, MD 21817
968-0440

Wicomico County Job Service: JTPA
P.O. Box 2337
Salisbury, MD 21801
543-6657

Worcester County Job Service: JTPA
P.O. Box 289
Snow Hill, MD 21863
632-1886

Community College:
Wor-Wic Tech Community College 749-8181*

JOB TRAINING PARTNERSHIP ACT PROGRAMS INFORMATION

The Job Training Partnership Act went into effect on October 1, 1983, the same date as the start of the Department of Employment and Training. The purpose of the Act is to establish programs to prepare youth and unskilled adults for entry into the labor force and to afford job training to those economically disadvantaged individuals and other individuals facing serious barriers to employment, who are in special need of such training to obtain productive employment. This section will include information on what the Act is, how Job Training Partnership Act programs operate in Maryland, who is operating the programs, and what is being done.

Job Training Partnership Act programs are actually implemented locally. In order to facilitate this, the governor, with the advice of his Employment and Training Council (GETC), established ten service delivery areas (SDAs) in Maryland. Each SDA offers employment training programs which reflect the employment needs of their area. The SDAs work closely with the employer community to be better able to help participants train for and find employment. Eligible participants can take classes at local community colleges, enroll in particular vocational programs such as secretarial or mechanics training at other accredited schools, or particpate in a wide variety of other training classes geared toward long-term successful employment.

The Department of Employment and Training's role in this is to act as the distributer of the federal training funds to the SDAs. These funds are distributed based on "formula" allocations. In Title II-A, for example, the formula is based on the number of unemployed and disadvantaged persons who reside in each SDA. Once the funds are allocated to the ten SDAs, it is the responsibility of the Private Industry Council (PIC) within each SDA to determine how they are to be expended locally. DET provides technical assistance for local program implementation and monitors performance.

The following pages will show you the areas of the state that each SDA covers, give you the names of the persons responsible for the SDA programs, and describe the programs operated under the Job Training Partnership Act during the year.

JOB TRAINING PARTNERSHIP ACT
PARTICIPANTS WITHIN THE SERVICE DELIVERY AREA SYSTEM
AS OF OCTOBER 1, 1985

Service Delivery Area	Counties Included	Chief Elected Official	Private Industry Council Chair	Chief Administrative Officer
Baltimore Metropolitan Manpower Consortium	Baltimore City Anne Arundel Howard Carroll	William D. Schaefer James Lighthizer J. Hugh Nichols John Armacost	J. Henry Butta	Marion Pines
Baltimore County	Baltimore	Donald Hutchinson	Paul Causey	Robert Hannon
Prince George's County	Prince George's	Parris N. Glendening	John Rhoads	Joseph Puhalla
Western Maryland Consortium	Washington Allegany Garrett	Ronald Bowers Arthur Bond Ernest Gregg	Pasquale Fischetti	Peter Thomas
Montgomery County	Montgomery	Charles W. Gilchrist	Ronald Resh	Ray Snowden
Susquehanna Region	Harford Cecil	Habern Freeman Clifton Buckworth	C. Ronald Levison	Dale Ziegler
Lower Shore	Wicomico Worcester Somerset	Henry S. Parker Roland E. Powell Dennett L. Butler	William Greenwood	Dennis Gillman
Upper Shore	Kent Queen Anne's Caroline Talbot Dorchester	Mary Roe Walkup Oscar Schulz Earl Bell Herbert Andrew, III Calvin Travers	Edward Evans	Gerald Bilderback
Southern Maryland	Charles Calvert St. Mary's	Marland Deen William T. Bowen George R. Aud	Richard E. Heise	Audrey Ware
Frederick County	Frederick	Galen Clagett	Walter J. VanBrunt	Marie Keegin

MARYLAND DEPARTMENT OF EMPLOYMENT AND TRAINING
JOB TRAINING PARTNERSHIP ACT
SUMMARY CHART ALLOCATION OF FUNDS
July 1, 1985 - June 30, 1986

Service Delivery Area	Title II-A Basic Grants	Title II-A Older Worker Training	Title II-A Education Coordination	Title II-B Summer Youth Employment and Training	Title III Dislocated Workers	Total Grants
Baltimore Metropolitan Manpower Consortium	$8,018,328	$254,515	$164,460	$6,428,068	$518,918	$15,384,289
Baltimore County	3,108,013	49,822	63,740	1,639,159	254,624	5,115,358
Prince George's County	1,505,324	36,697	30,888	1,418,957	138,501	3,130,367
Western Maryland Consortium	2,220,398	45,674	45,546	1,187,441	137,660	3,636,719
Montgomery County	460,736	26,512	9,471	721,870	90,792	1,309,381
Susquehanna Region	1,255,169	19,005	25,740	620,042	71,145	1,991,101
Lower Shore	1,049,740	26,879	21,535	518,563	60,528	1,677,245
Upper Shore	797,040	30,449	16,348	410,716	44,409	1,298,962
Southern Maryland	397,541	21,525	8,174	532,001	43,171	1,002,412
Frederick County	345,232	13,912	7,073	229,451	26,618	622,286
Statewide Programs					577,620	577,620
Office on Aging		174,997				174,997
Dept. of Education			1,426,498			1,426,498
Veteran's IV-C *						145,000
Incentive Awards/ Technical Assistance**						1,473,655
Administration and Special Projects						1,924,110
TOTAL	$19,157,521	$699,987	$1,819,473	$13,706,268	$1,963,986	$40,890,000

*Individual Service Delivery Area estimates are inappropriate for the statewide Veteran program.
**Individual Service Delivery Area allocations are not determined until the end of the program year.

TITLES OF THE JOB TRAINING PARTNERSHIP ACT

TITLE I: Describes the Service Delivery Area system and describes administrative and fiscal provisions.

TITLE II: Provides for training services to disadvantaged adults (II-A) and youth (II-B).

TITLE III: Delineates employment and training assistance for dislocated workers.

TITLE IV: Discusses federally administered programs (i.e.those not funded at the state or local level) such as the employment and training programs for native Americans and migrant and seasonal farmworkers, the Job Corps, and other national activities.

TITLE V: Has miscellaneous provisions to modify any prior laws which were effected by the Job Training Partnership Act.

JOB TRAINING PARTNERSHIP ACT
TOTAL FUNDS RECEIVED (MARYLAND)
July 1, 1985 — June 30, 1986

TITLE II-A - TRAINING SERVICES FOR THE DISADVANTAGED ..... **$ 23,150,636**

Basic Grants to Service Delivery Areas (II-A) ..... **$ 19,157,521**

Under JTPA, states are required to distribute 78 percent of Title II-A funds directly to Service Delivery Areas (SDA), based on a formula specified in the law. These funds are used to provide a variety of training and employment services to enable economically disadvantaged individuals to obtain productive employment. Although the state is responsible for overseeing the program, the actual decisions on the types of training and services being provided are made jointly by the area's Private Industry Council and local elected officials. At least 70 percent of these funds must be spent on training.

Older Worker Training Programs ..... **$ 699,987**

Three percent of the funds received by the state under Title II-A of the JTPA are to be used solely for training economically disadvantaged persons at least 55 years of age. Based on recommendations of the Governor's Employment and Training Council, 75 percent of these funds are being allocated among the Service Delivery Areas based on the percentage of the state's disadvantaged elderly population residing in each area. The remaining 25 percent is retained by the state for special demonstration programs developed in conjunction with the State Office on Aging.

Education Coordination and Grants ..... **$ 1,819,473**

The Job Training Partnership Act provides that eight percent of the funds available to the state under Title II-A be used by state educational agencies for providing services and for facilitating the coordination of educational training services for eligible participants. In Maryland, these funds have been awarded to the Maryland State Department of Education and the Service Delivery Areas for use at the community colleges. Services to be offered in each local area will be determined by the Private Industry Councils and elected officials. There is a matching requirement for 80 percent of these funds.

Incentive Awards/Technical Assistance ..... **$ 1,473,655**

As required by JTPA legislation, six percent of Title II-A funds are distributed to Service Delivery Areas which exceed five of their seven performance goals during the previous program year. Other funds are allocated to provide technical assistance for SDAs which fail to meet any of their performance goals.

TITLE II-B - SUMMER YOUTH EMPLOYMENT AND TRAINING PROGRAMS **$ 13,706,268**

Title II-B of the JTPA provides a summer program specifically for economically disadvantaged youth. These funds are passed through directly to the Service Delivery Areas based on a federal formula. The local Private Industry Councils and elected officials may use the funds for summer jobs or other job training activities designed to give employment to youth or prepare them for employment.

TITLE III-EMPLOYMENT AND TRAINING ASSISTANCE — DISLOCATED WORKERS ..... **$ 1,963,986***

Funds received under Title III are to be used to provide retraining and other employment assistance to those who have been terminated or laid off and are unlikely to return to their previous industry or occupation. Based on recommendations from the Governor's Employment and Training Council, and consistent with the provisions of the Maryland Job Training Partnership Act, 75 percent of these funds are allocated to local Service Delivery Areas to meet the needs of dislocated workers in their areas. The remaining 25 percent is retained by the state for statewide services or emergency assistance in the event of a major plant closing.

TITLE IV-C - VETERANS EMPLOYMENT PROGRAMS ..... **$ 145,000**

Funding under this title is received through a grant application process. The current grant amount is $145,000 which is for the period February 1, 1985 through January 31, 1986. The funds are used in a cooperative effort with the Maryland Vietnam Leadership Program to strengthen the veterans employment and training communication and outreach network and to provide job training opportunities for veterans who are not eligible for other JTPA funded programs.

ADMINISTRATION/SPECIAL PROJECTS ..... **$ 1,924,110**

The principle source of these funds is Title II-A. The funds are used by the department for oversight, administration, and audit of the Job Training Partnership Act program in Maryland. Special projects funded during state fiscal year 1985 included the Symposium on Correctional Reform: Employment and Training Needs, and a displaced homemaker conference.

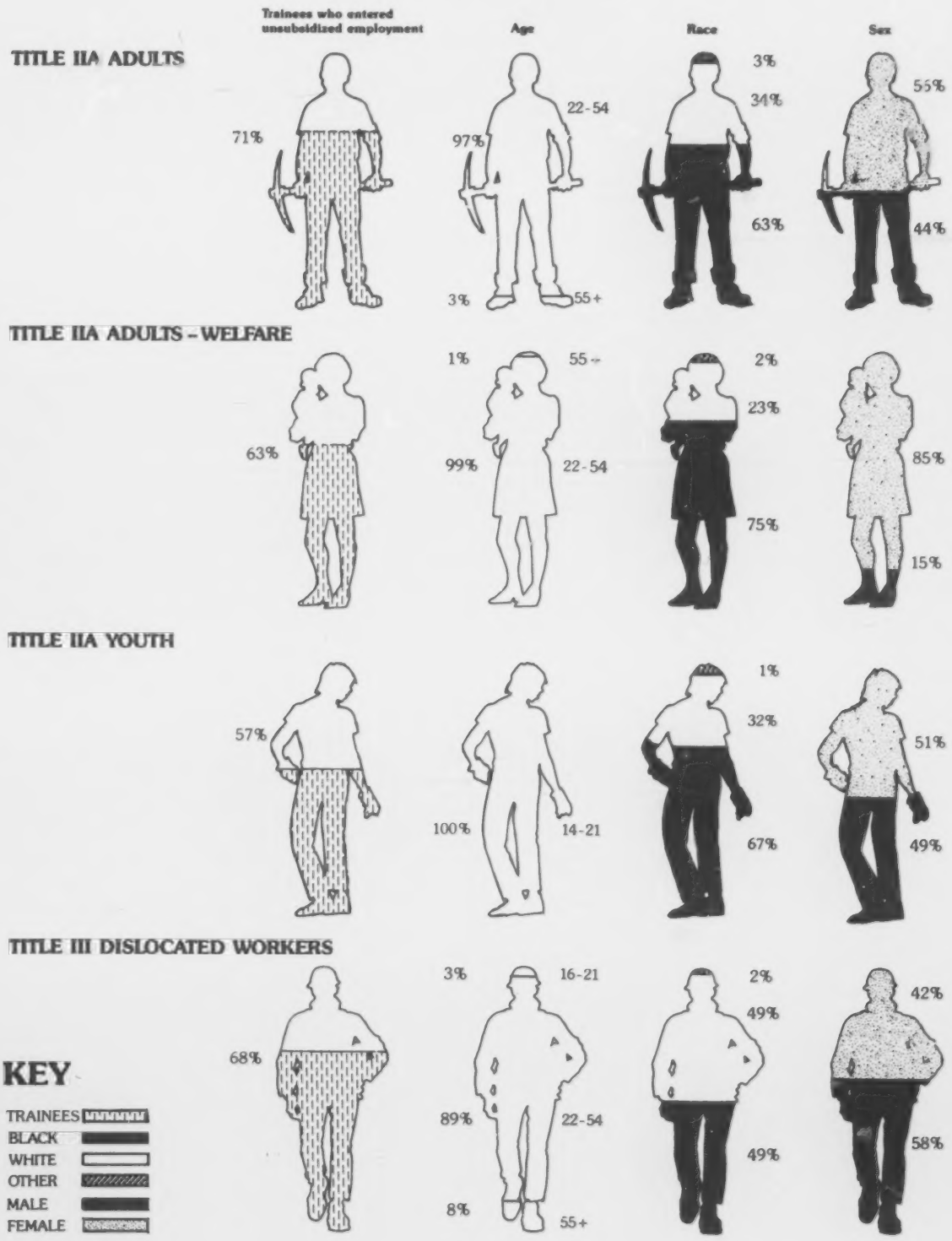
TOTAL FUNDS RECEIVED ..... **$ 40,890,000**

*Figure does not include any Title III Discretionary Funds from the Secretary, Department of Labor, which will be applied for and targeted in response to specific plant closings.

MARYLAND DEPARTMENT OF EMPLOYMENT AND TRAINING

Job Training Partnership Act -- Selected Statewide Program Results

July 1, 1984-June 30, 1985



MARYLAND DEPARTMENT OF EMPLOYMENT AND TRAINING
JOB TRAINING PARTNERSHIP ACT
SELECTED PERFORMANCE GOALS UNDER TITLE II-A BASIC GRANTS

ADULT GOALS

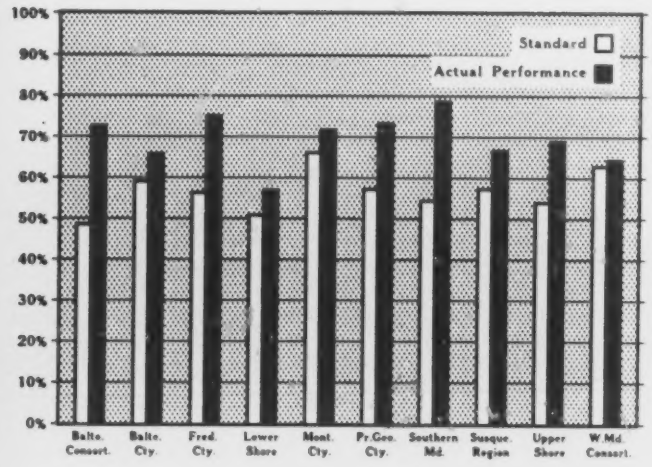
ENTERED EMPLOYMENT RATE	The number of adults who enter employment as a percentage of the number of adults terminated.
COST PER ENTERED EMPLOYMENT	The total expenditures on services for adults divided by the number of adults who entered employment.
AVERAGE WAGE AT PLACEMENT	The average wage for adults who entered employment at the time of termination.
WELFARE ENTERED EMPLOYMENT RATE	The number of adult welfare recipients who entered employment at termination as a percentage of the number of adult welfare recipients who were terminated.

YOUTH GOALS

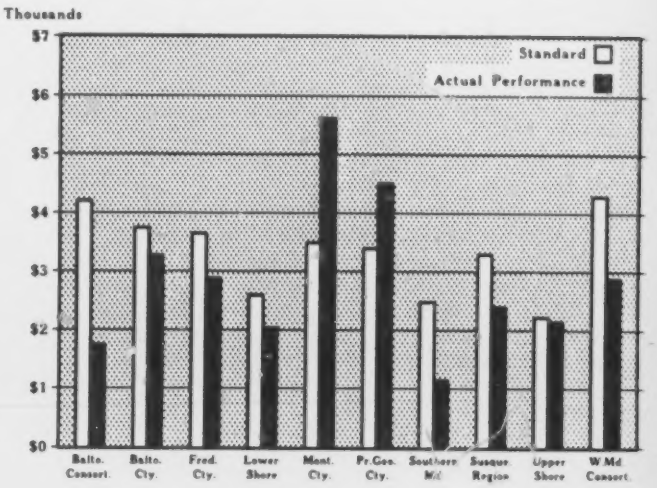
ENTERED EMPLOYMENT RATE	The number of youth who entered employment at termination as a percentage of the number of youth terminated
POSITIVE TERMINATION RATE	The number of youth having a positive termination, including entering employment and/or returning to school, as a percentage of the total number of youth terminated
COST PER POSITIVE TERMINATION	The total expenditures on services for youth divided by the number of youth having a positive termination

Maryland Department of Employment and Training
Comparison of SDA Performance With Performance Standards
FY'85 (July 1, 1984 - June 30, 1985)

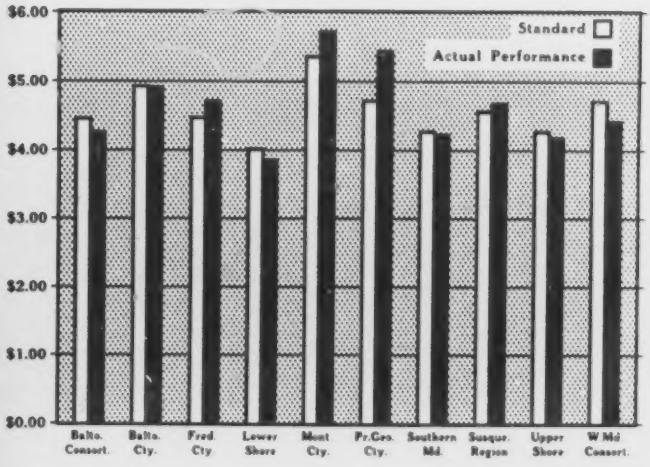
ADULT ENTERED EMPLOYMENT RATE



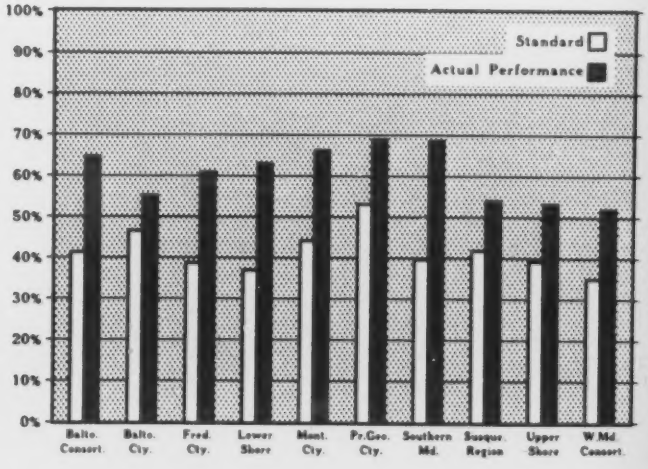
ADULT COST PER ENTERED EMPLOYMENT



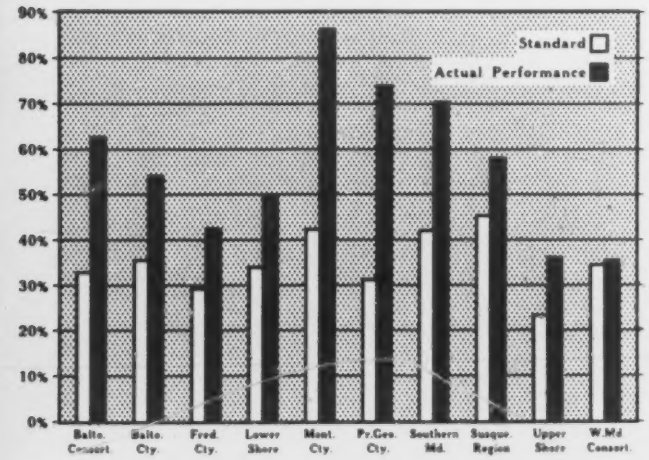
ADULT AVERAGE WAGE AT PLACEMENT



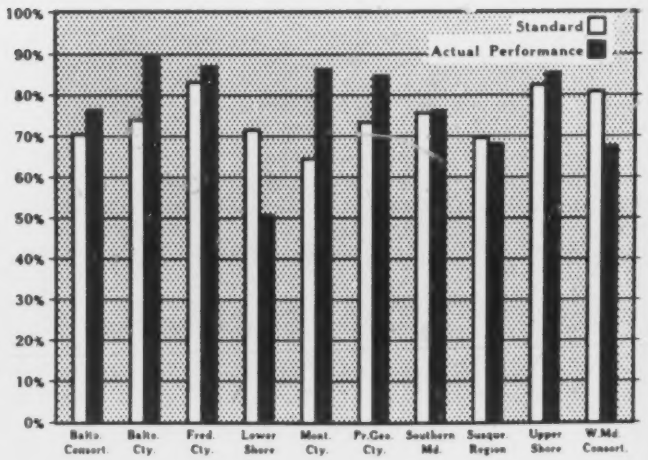
ADULT WELFARE ENTERED EMPLOYMENT RATE



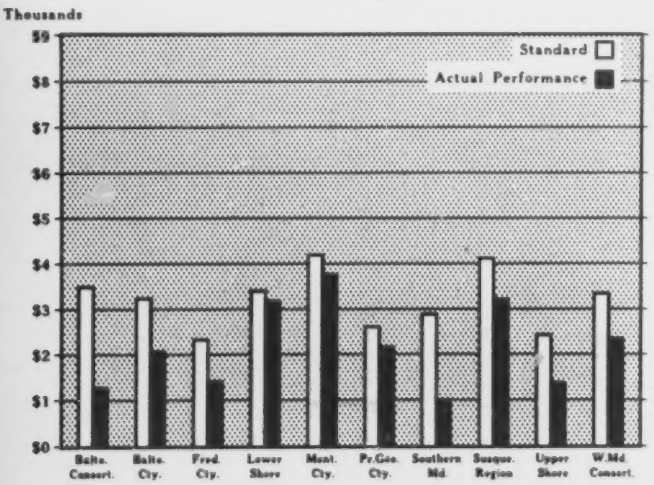
YOUTH ENTERED EMPLOYMENT RATE



YOUTH POSITIVE TERMINATION RATE



YOUTH COST PER POSITIVE TERMINATION



Measures used to judge the performance of Service Delivery Areas (SDA) were identified by the U.S. Department of Labor (DOL) for use in JTPA programs nationwide. For each standard DOL has developed an objective methodology for determining the expected level of performance by each SDA. The calculations employed in determining these standards take into account both local labor market conditions and the characteristics of people served by the SDA. Because local factors vary, performance standards for each also vary.

POVERTY INCOME GUIDELINES FOR ALL STATES EXCEPT ALASKA AND HAWAII AND THE DISTRICT OF COLUMBIA

Size of Family Unit	Poverty Guidelines
1	$ 5,250
2	7,050
3	8,850
4	10,650
5	12,450
6	14,250
7	16,050
8	17,850

For family units with more than 8 members, add $1,800 for each additional member.

70% Lower Living Standard Income Level — Maryland Counties / SDAs

	FAMILY SIZE						
Area	1	2	3	4	5	6	For Each Member Over 6 Add
Baltimore County SDA	4,380	6,940	9,250	11,750	13,870	16,220	2,350
Baltimore Metropolitan SDA	4,380	6,940	9,520	11,750	13,870	16,220	2,350
Frederick County SDA	4,890	7,610	10,450	12,890	15,210	17,790	2,580
Lower Shore SDA	3,950	6,720	8,650	10,670	12,600	14,730	2,130
Montgomery County SDA	4,890	7,610	10,450	12,890	15,210	17,790	2,580
Prince George's County SDA	4,890	7,610	10,450	12,890	15,210	17,790	2,580
Southern Maryland SDA							
Calvert County	4,890	7,610	10,450	12,890	15,210	17,790	2,580
Charles County	4,890	7,610	10,450	12,890	15,210	17,790	2,580
St. Mary's County	3,950	6,720	8,650	10,670	12,600	14,730	2,130
Susquehanna Region							
Cecil County	4,170	6,720	8,650	10,670	12,600	14,730	2,130
Harford County	4,380	6,940	9,520	11,750	13,870	16,220	2,350
Upper Shore SDA	3,950	6,720	8,650	10,670	12,600	14,730	2,130
Queen Anne's County	4,380	6,940	9,520	11,750	13,870	16,220	2,350
Western Maryland SDA							
Allegany County	4,170	6,840	9,390	11,590	13,680	15,990	2,310
Washington County	4,170	6,840	9,390	11,590	13,680	15,990	2,310
Garrett County	3,950	6,470	8,890	10,970	12,940	15,140	2,200

MARYLAND JOB SERVICE

For over fifty years the Maryland Job Service has been working as a resource for both employers and job seekers. Every year, the Job Service matches thousands of job seekers with employers' requests for personnel. In fiscal year 1985, the Job Service placed 35,814 people in jobs. Today, the Job Service functions as a efficient labor exchange by using an automated job match system which rapidly selects applicants according to the employers' requirements and the applicants' skills and experience.

The scope of the Job Service extends beyond job placement. For employers, there are a number of free services to help organizations develop and maintain a strong work force. These services include: positive recruitment, employer outreach, testing, the Maryland Job Bank, the National Job Bank, job analysis, Job Service Employer Committees, alien labor certification, the Targeted Jobs Tax Credit program, and an Account Executive program.

To help job seekers enhance their marketability, the Job Service offers several programs. These services are free and are designed to make individuals more competitive in the job market. Services include: employability assessment, career planning, counseling, testing, job search workshops, job placement, and job development.

Piedmont Airlines, Preston Trucking Company, General Motors, Black and Decker, and hundreds of smaller employers use the Job Service to fill vacant and new jobs. Individuals with backgrounds in technical, service, manufacturing, and skilled areas, are just a sampling of the different backgrounds of job seekers who register with the Job Service every day. The role of the Job Service is, and has been, to satisfy and link these two groups. By serving these two groups, the Job Service makes a significant contribution to the Maryland economy.

Detailed descriptions of the programs listed above are on the chart following this page. More information can be obtained on these services by contacting the department's new telephone information service, DET WORKLINE, at 1-800-338-9675. Also, brochures for these programs may be obtained from DET's Office of Government and Community Relations and your local Job Service office

MARYLAND DEPARTMENT OF EMPLOYMENT AND TRAINING
JOB SERVICE
SPECIALIZED PROGRAM DESCRIPTIONS
(July 1, 1984 - June 30, 1985)

ALIEN CERTIFICATION PROGRAM

Through this program, the Maryland Job Service plays a vital role in guaranteeing that alien workers are not employed before American workers of equal talents are considered for a job. Any employer interested in hiring an alien must first process his job order through the Job Service. If no suitable applicants are available, the employer is given permission by the U. S. Department of Labor to employ the alien.

TOTAL APPLICATIONS FOR CERTIFICATION

1,577

EMPLOYER HOT LINE

This is a toll free telephone number (1-800-422-JOBS) that Maryland employers may use to place job orders with the Department of Employment and Training's Job Service.

TOTAL JOB ORDERS RECEIVED

127

EMPLOYER SERVICES PROGRAM

Throughout Maryland, the Job Service maintains a team of professional account executives. These individuals are assigned the responsibility of servicing the employment needs of employers. The account executives visit area employers in an effort to develop jobs and write job orders for the state's labor exchange system. These individuals are a vital link in meeting the needs of the employer community and placing qualified applicants in jobs.

TOTAL JOB ORDERS RECEIVED

28,394

ENTERPRISE ZONE TAX CREDIT PROGRAM

Enterprise Zones are precisely defined geographic areas designated by the state. This program is similar to the Targeted Jobs Tax Credit Program, and, in fact, compliments the TJTC Program in the vouchering of qualified disadvantaged job seekers for potential employment. The State Enterprise Zone Tax Credit is based on a credit up to specified flat rates over a three-year period of employment, and is in addition to TJTC.

TOTAL:

Individuals Vouchered	833
Placements	291

FOOD STAMP PROGRAM

The Job Service provides the "work test" for employable Food Stamp recipients. This activity includes registration, structured job search, and job placement services. As of April 1, 1985, funds for the program were cut off by the federal government.

TOTAL:

Registrations	3,034
Entered Employment	634
Placements	210
Cases of Non-Compliance Reported	3,134

HANDICAPPED SERVICES

Each Maryland Job Service local office has at least one employee assigned to administer to the training and employment needs of handicapped applicants. These service personnel work in close cooperation with local Vocational Rehabilitation offices.

TOTAL:

Applications	5,972
Placements	1,747
Referrals to Supportive Services	1,473
Referrals to Training	299

JOB SEARCH AND RELOCATION ASSISTANCE PROGRAM

The goal of this program is to assist unemployed workers in looking for and accepting employment outside of the immediate commuting area of their home. After a job interview has been arranged, if the unemployed worker needs financial assistance to reach the interview site, he/she may receive it in an amount not to exceed program guidelines. If hired at the new location, relocation assistance payments may be reimbursed to the unemployed worker for moving costs. Job search and relocation assistance funds are available through the Job Training Partnership Act and the Work Incentive Program.

TOTAL ASSISTANCE PAYMENTS

6,276

JOB SERVICE EMPLOYER COMMITTEE

The goal of this program is to utilize techniques developed in research and development projects in order to revitalize and redirect the Job Service at the local level. The Job Service Employer Committee is comprised of volunteer employers and is a major effort to provide employers with improved and more personalized services.

TOTAL:

Committees	19
Employers Represented	350

MIGRANT AND SEASONAL FARMWORKERS PROGRAM

Under this program, the Maryland Job Service conducts outreach, lists agricultural job opportunities, and performs inspections of migrant housing. The goals are to supply each farmworker with the full array of employment and training services, to ensure that U. S. farmworkers are employed before alien workers, and to make sure that minimum housing standards are met by agricultural employers.

TOTAL:

Outreach Contacts Made	5,130
Applications	304
Placements	167
Housing Inspections	15

NATIONAL JOB BANK

This program gives Maryland employers the opportunity to circulate job openings nationwide. A job opening placed at any Job Service office may be listed from coast to coast. Applicants are referred on these openings by having their resumes forwarded to the office which initially listed the opening.

TOTAL JOB ORDERS RECEIVED

100*

OCCUPATIONAL TESTING PROGRAM

A primary task for the state's employment and training network is applicant assessment. An important element of this task is occupational aptitude testing. The Maryland Job Service maintains a full battery of general and specific aptitude tests. They have been nationally certified as non-discriminatory and are accessible for use by employers and applicants alike. In addition, proficiency and achievement tests are given to identify clerical skills, reading, and math development levels.

TOTAL TESTS ADMINISTERED

11,616

POSITIVE RECRUITMENT

This service entails specialized, on-site, screening of people for jobs that employers wish to fill as quickly as possible. This service allows the Job Service to actually function as a direct outreach facility for any employer's personnel effort.

TOTAL POSITIVE RECRUITMENT EFFORTS

465*

TARGETED JOBS TAX CREDIT PROGRAM

This program vouchers qualified disadvantaged job seekers for potential employment. Businesses which hire certified applicants receive a federal tax credit based on the amount of wages paid to the individual during an initial period of employment.

TOTAL:

Individuals Vouchered	35,287
Placements	13,631

WORK INCENTIVE PROGRAM

The objective of the Work Incentive Program (WIN) is to assist individuals who are applicants for or recipients of Aid to Families with Dependent Children (AFDC) in obtaining unsubsidized employment and becoming economically self-sufficient. The Department of Employment and Training provides WIN employment and training services to AFDC mandatory and voluntary clients referred from the Department of Social Services. The program provides registrants with: job placement services, job finding clubs, work experience, on-the-job training, skills training, and support services.

TOTAL:

Registrations	16,646
Entered Employment	2,993
Placements	1,265
Entered Training	1,303

*Estimated

APPLICANT SERVICES

Job seekers can get a full range of job search assistance at any Job Service office.

ASSESSMENT	The Job Service interviewer evaluates educational background, previous work experience, interest and aptitude. The assessment is used to determine whether the job seeker is ready to move directly to a job or needs further services to improve employability.
CAREER PLANNING	This service is offered to an applicant who requires assistance in setting short or long-term employment goals. The interviewer familarizes the job seeker with the training and/or educational qualifications needed to enter various occupations and the steps necessary to attain desired job goals.
COUNSELING AND TESTING	Counseling is a service offered to a job seeker who wants assistance in selecting occupation, changing occupations, or making an adjustment in a current occupation. Counseling is also helpful for a job seeker who has disabilities or special problems. Tests are given by the Job Service to help determine a job seeker's potential to be successful in various occupational areas. Aptitude, proficiency, and achievement tests are available.
JOB PLACEMENT AND JOB DEVELOPMENT	The job seeker who is ready to work will be given the opportunity to be matched with job orders from employers. Employers may also be contacted in an effort to develop a suitable job for the applicant.
JOB SEARCH WORKSHOPS	Job Search Workshops are a free service available to all job seekers. These workshops provide job seekers with techniques for locating, applying for and securing employment. Resume writing, telephone usage and interview skills are taught to increase the job seeker's potential for success.
JOB REFERRAL AND TRAINING	A job seeker who needs training prior to entering employment may be referred to training programs offered by Service Delivery Areas, community colleges, secondary and technical schools.
REFERRAL TO SUPPORTIVE SERVICES	A job seeker who needs additional services in preparing for employment may be referred to various community agencies including: Social Services for housing, welfare, medical or food stamp needs; Vocational Rehabilitation for training; Veterans Administration for veterans services; and the local health department for medical services.
SERVICES FOR PEOPLE WITH SPECIAL NEEDS	Veterans Through the federally-funded Veterans Services Program veterans are provided all services on a priority basis. In each local office, staff are available to help veterans in their search for training and employment through a variety of special programs and targeted services. Youth The Job Service provides intensive placement services for college graduates through the College Outreach Program. This program is designed to match professional employers with highly trained and skilled applicants. For the Summer Youth Program, youth are recruited and screened to see if they meet the eligibility criteria for special summer jobs offered by state agencies, private employers, and Service Delivery Areas/Private Industry Councils. In an effort to inform high school youth about the Job Service, staff attend high school functions such as Job Fairs and Career Days.
PUBLIC ASSISTANCE RECIPIENTS	Through the Work Incentive Program (WIN) job seekers who are receiving Aid to Families with Dependent Children may be eligible to receive special assistance. Services offered include: counseling, job finding skills, training opportunities, job development, and placement.

EMPLOYER SERVICES

The Maryland Job Service, through its 27 local offices, is the largest public employment agency in the state. It offers employers a full range of personnel recruitment services.

PLACEMENT	"When workers are are needed, call the Job Service." Employment specialists screen and refer qualified candidates for consideration. The employer makes the final selection. Job Service can also assist in writing job descriptions and in preparing job orders. This saves the employer valuable time and money in recruiting and interviewing.
RECRUITMENT	Upon request, Job Service conducts special recruitment for new and expanding businesses. A computer-assisted network can provide exposure for job openings to job-ready candidates throughout the state and the nation. For convenience, Job Service can provide office space to employers interviewing job candidates.
TESTING	Job Service has a variety of U.S. Employment Service validated tests and testing techniques to assist employers in selecting qualified individuals for specific jobs and training opportunities. The Job Service tests job candidates for specific skills and abilities and refers test selected workers to employers. Aptitude testing saves money by reducing training time, training costs, and turnover.
BONDING	Job Service administers the Federal Bonding Program which protects employers who hire individuals ineligible for commercial bonding. All bonding costs are borne by the federal government and bonds are initially written for six months.
TARGETED JOBS TAX CREDIT	The Targeted Jobs Tax Credit (TJTC) provides employers with a significant wage subsidy if they hire workers who meet certain eligibility standards. In general, eligible workers are low income individuals, particularly youth and handicapped persons. To receive the credit an employer must hire workers previously determined eligible for the program or request an eligibility determination for a worker NO LATER THAN AN EMPLOYEE'S FIRST DAY OF WORK. Workers found eligible will have a form, called a tax credit voucher, which they will give to an employer when a job is offered. The employer completes a few lines on the voucher (name and address and signature) and mails the form back to the Job Service. A few days later the employer will receive a tax credit certification in the mail. The certification is the employer's proof that he is eligible to claim a federal income tax credit on the wages paid the eligible worker.
LABOR MARKET INFORMATION	The Job Service is knowledgeable about employment conditions throughout the state. The Research and Analysis Division collects, analyzes, and publishes comprehensive data on all aspects of the state's labor market. These free publications include occupational wage information, employment projections by selected occupations and industries, affirmative action data, and labor force estimates.

JOB SERVICE EMPLOYER COMMITTEES

The Maryland Job Service has established local Job Service Employer Committees (JSEC) to provide an ongoing communication link between employers and the Job Service.

JSECs have been instrumental in helping Job Service to:

Provide better service to employers and applicants, and improve productivity as a labor exchange, which helps reduce unemployment and the costs of lost production
Become more involved in helping employers solve personal recruiting problems
Increase employers' knowledge of the services provided by the local offices
Develop a problem-solving relationship and improve communications between employers and Job Service management and staff
Encourage greater employer involvement in recommending changes and working together toward a more efficient Job Service program

The information and data which follows provides the reader with a ready source of information about the Job Service and its programs. The section includes:

Specialized Job Service Program Descriptions and Statistics for SFY'85,

Work Incentive and Food Stamp Program Statistics for SFY'85,

Total Wagner/Peyser (Job Service) and Veterans Services Activities for SFY'85,

Employment Placement Data for SFY'85.

MARYLAND DEPARTMENT OF EMPLOYMENT AND TRAINING
JOB TRAINING AND PLACEMENT ADMINISTRATION
EMPLOYMENT PLACEMENT DATA
July 1, 1984 — June 30, 1985

PROGRAM	Total Cost	Total Placements	Cost Per Placement
Job Service	$10,918,445	30,314	$ 360
Veterans Programs[1]	1,728,469	5,500	314
Targeted Jobs Tax Credit	713,511	8,724[2]	82
Work Incentive Program	3,654,935	1,265	2,889
Average Cost (all placements)	$17,015,360	45,803	372

Note 1: Veteran programs include Local Veterans Employment Representative and Disabled Veterans Outreach in both placements and cost data.

Note 2: Total placements include individuals who were vouchered and obtained employment through the Job Service and all other cooperating agencies. This figure does not include 4,907 persons placed by the Job Service using TJTC, who are counted among 30,314 Job Service placements.

MARYLAND DEPARTMENT OF EMPLOYMENT AND TRAINING
TOTAL WAGNER-PEYSER (JOB SERVICE) AND VETERANS SERVICES ACTIVITIES
July 1, 1984 — June 30, 1985

	New Applications and Renewals		Individuals Counseled		Individuals Tested		Individuals Enrolled in Training		Individual Placements	
	Total	Veterans	Total	Veterans	Total	Veterans	Total	Veterans	Total	Veterans
State	145,877	21,352	4,538	1,648	8,516	1,182	2,774	444	35,814	5,500
Allegany	5,787	802	576	198	444	34	61	19	1,177	198
Anne Arundel	10,962	2,030	119	44	346	75	68	40	2,923	478
Baltimore City	33,971	5,488	488	207	2,394	342	235	96	7,224	1,294
Baltimore County	16,108	2,844	218	107	732	207	273	64	3,214	615
Calvert	1,332	148	12	11	16	0	47	7	522	49
Caroline	1,083	102	0	0	53	0	19	2	333	43
Carroll	4,023	541	188	43	53	10	96	5	821	98
Cecil	4,683	661	87	72	184	31	210	15	1,002	226
Charles	2,628	417	56	21	15	0	146	6	466	64
Dorchester	1,806	190	28	7	113	7	20	1	723	97
Frederick	3,883	788	115	84	65	5	197	28	1,172	165
Garrett	2,659	229	34	21	86	1	45	7	344	42
Harford	7,067	1,214	359	71	424	59	162	19	1,296	334
Howard	1,926	274	20	5	13	5	21	4	139	28
Kent and Queen Anne's	2,358	248	23	20	289	16	206	12	687	80
Montgomery	13,038	1,360	795	215	820	149	172	22	2,698	257
Prince George's	14,855	2,128	381	102	324	30	93	22	4,087	441
Somerset	1,506	160	17	17	16	5	63	4	584	53
St. Mary's	2,485	366	330	161	131	7	182	26	780	125
Talbot	4,115	455	39	24	968	79	56	7	1,445	172
Washington	5,069	1,002	498	148	899	100	44	11	1,138	211
Wicomico	5,490	872	68	41	207	31	244	23	1,833	299
Worcester	3,826	446	91	35	18	1	120	6	1,711	255

MARYLAND APPRENTICESHIP AND TRAINING COUNCIL

The Maryland Apprenticeship and Training Council is responsible for approving the programs of all apprenticeship or on-the-job training programs in the state. Programs proposed are reviewed with respect to the definition of the trade into which the apprentice is to be graduated, the appropriateness of the course of study, and the adherence of the proposal to federal and state affirmative action guidelines. Approval by the council means that the council may, upon hearing, suspend or revoke the funding and certification of a program if it determines the conditions under which it was approved are not being met.

Most approved programs include a classroom component for related instruction. Related instruction may be conducted either on-site or most frequently, at a community college or other public educational facility. State funds are provided through the Department of Employment and Training to partially offset the expense of classroom instruction. In fiscal year 1986, $591,511 is appropriated for this purpose. These funds are distributed to the various programs according to a formula based on number of apprentices and hours of instruction.

The staff of the council are involved in investigating and reviewing programs for registration purposes and revisions, before they are presented to the council. Neither the council nor its staff are involved in actual placement of apprentices in approved programs. This function is performed by the Department of Employment and Training's Apprenticeship Information Center and/or Job Service offices located throughout the state.

Today, approximately one Marylander in every one thousand is registered with the Maryland Apprenticeship and Training Council in an approved apprenticeship program. Partners in this employment and training effort include over 990 participating employers and widely diverse sponsors located around the state.

On a national level, Maryland ranks 23rd in funding support of the apprenticeship system with an average of $1[illegible]/year per apprentice. The state benefits financially through apprenticeship, in that apprentices are paid wages while being trained on-the-job and in related classroom instruction. That earned income goes, in part, to pay state income taxes, sales tax, and real estate property taxes. Estimated average apprentice wages over several years of an apprenticeship program stand at $50,000 to $60,000 per individual apprentice. The state's financial gain far exceeds its $.85 per instructional contract hour per apprentice (fiscal year 1985) investment in related instruction funds. The state is in a favorable position in economic cost/benefit terms through apprenticeship. Reduced unemployment insurance claims, reduced dependence upon welfare, increased individual productivity and economic self-sufficiency, and enhanced employer profit and growth are the hallmarks of a good apprenticeship program.

PROGRAM STATISTICS - FISCAL YEAR 1985
HOW THE MARYLAND PROGRAM COMPARES TO THE NATION

	MARYLAND	NATIONAL	PERCENTAGE
Registered Apprentices	4,768	232,583	2%
Minorities	1,451	44,054	3%
Females	317	15,481	.017%
All Registered Programs	638	48,337	.013%

MARYLAND APPRENTICESHIP & TRAINING COUNCIL

Employer Representatives	Term

Richard L. Kershner .....(7-1-85 - 7-1-89)
P.O. Box 86, Rte. 1
Clearspring, Maryland 21722
OFFICE: 1-842-2948

Mary E. Poomostko.....(7-1-83 - 7-1-87)
ABC - Washington Chapter
7009 Varnum Street
Landover Hills, Maryland 20910
OFFICE: 731-6200

Employee Representative

Jack Beck.....(7-1-84 - 7-1-88)
Enterprise Electric Company
4204 Shannon Drive
Baltimore, Maryland 21213
OFFICE: 488-8200

Bernard A. Carpenter, Chairman..... 7-1-84 - 7-1-88)
Steamfitters Training School
1201 66th Street
Baltimore, Maryland
OFFICE: 866-5313

Edwin Legg .....(7-1-83 - 7-1-87)
Baltimore Ironworkers, JAC
2008 Merritt Avenue
Baltimore, Maryland 21222
OFFICE: 282-6650

Wilmer Webster .....(7-1-85 - 7-1-89)
Baltimore Carpenters, JAC
9505 Harford Road
Baltimore, Maryland 21234
OFFICE: 882-5080

Public Member

Joseph Boston, Jr. .....(7-1-82 - 7-1-86)
3817 Grantley Road
Baltimore, Maryland 21215
HOME: 466-5803

Director

Lawrence A. Miller
Maryland Apprenticeship & Training Council
5200 Westland Boulevard
Baltimore, Maryland 21227
Office: 247-4702

SUMMARY OF FISCAL YEAR 1985 APPRENTICESHIP RELATED INSTRUCTION GRANTS

Grantee	Number of Apprentices	Total Grant
ALLEGANY COMMUNITY COLLEGE	84	$ 13,313
ANNE ARUNDEL COMMUNITY COLLEGE	379	55,567
CATONSVILLE COMMUNITY COLLEGE	1,150	212,456
CECIL COMMUNITY COLLEGE	10	1,128
CHARLES COUNTY BOARD OF EDUCATION	16	1,128
CHARLES COUNTY COMMUNITY COLLEGE	63	6,692
CHESAPEAKE COLLEGE	30	5,037
COMMUNITY COLLEGE OF BALTIMORE	337	50,205
DORCHESTER COUNTY BOARD OF EDUCATION	10	1,354
DUNDALK COMMUNITY COLLEGE	67	14,326
ESSEX COMMUNITY COLLEGE	335	51,017
FREDERICK COMMUNITY COLLEGE	43	6,404
HAGERSTOWN JUNIOR COLLEGE	188	27,486
HARFORD COMMUNITY COLLEGE	147	21,745
MONTGOMERY COLLEGE	144	30,000
MONTGOMERY COUNTY PUBLIC SCHOOLS	40	4,812
PRINCE GEORGE'S COUNTY BOARD OF EDUCATION	165	23,958
PRINCE GEORGE'S COMMUNITY COLLEGE	303	49,974
ST. MARY'S COUNTY BOARD OF EDUCATION	45	6,247
WICOMICO COUNTY BOARD OF EDUCATION	5	1,043
WOR-WIC TECH COMMUNITY COLLEGE	5	682
UNIVERSITY OF MARYLAND - COLLEGE PARK	42	6,937
	3,608	$591,511

MARYLAND APPRENTICESHIP AND TRAINING PROGRAMS

STATE STATISTICS — FISCAL YEAR 1985

REGISTERED PROGRAMS 638

NUMBER OF OCCUPATIONS REPRESENTED 129

NUMBER OF PARTICIPATING EMPLOYERS 997

VA/MATC PROGRAMS

- REGISTERED VETERANS 701
  - MINORITIES 257
  - FEMALES 10

PROGRAM COMPLETION DATA: FISCAL YEAR 1985*

- REGISTERED APPRENTICES 464
  - MINORITIES 69
  - FEMALES 27

*Indicates the number of individuals who completed apprenticeship programs during SFY '85.

TOTAL APPRENTICES BY OCCUPATION

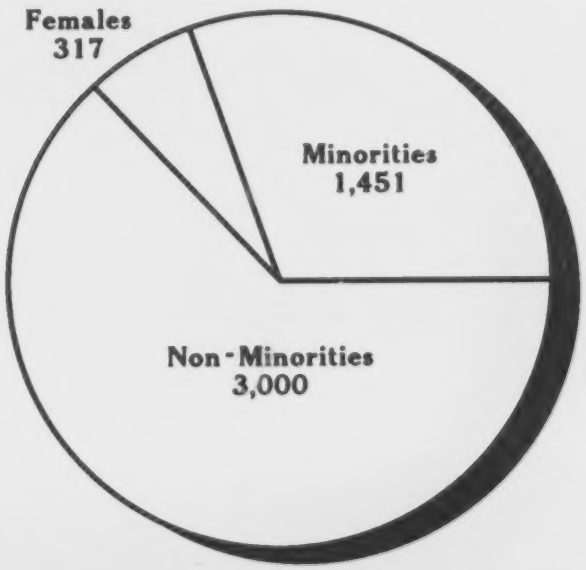
Occupational Title	Number of Apprentices	Percentage
Construction Industry:		
Electrician	1,327	27.83
Plumber	400	8.39
Carpenter	453	9.50
Roofer	83	1.74
Sheetmetal	123	2.58
Steamfitter	174	3.65
Drywall Hanger	74	1.55
Ironworker	116	2.43
Bricklayer	96	2.01
Other Construction Trades	294	6.17
Meatcutter	108	2.27
Mortician	37	.78
Cook/Chef	91	1.91
Paramedic	96	2.01
Printing Trades	174	3.65
Machinist	234	4.91
Maintenance Trades	112	2.35
Nursing Occupations	43	.90
Water Treatment Plant Operator	290	6.08
Others Including: Cabinet Maker, Stationary Engineer, Lineman, Police Officer, Upholsterer	443	9.29
TOTAL	4,768	100.0

STATISTICAL PROFILE OF APPRENTICES REGISTERED DURING FISCAL YEAR 1985*

	Total
APPRENTICES REGISTERED FY 1985	2,112
FEMALE APPRENTICES REGISTERED FY 1985	157
MINORITY APPRENTICES REGISTERED FY 1985	771
APPRENTICESHIP TRAINING:	
Average Number of Hours Worked	2,080
Total Number of Accummulated Hours Worked	4,392,960
WAGES EARNED	
Average Hourly Wage Earned	$5.00
Total Wages (Earned Income)	$21,964,800
RELATED INSTRUCTION AND COSTS	
— Minimum Number of Hours of Related Instruction Per Year	144
— Total Number of Hours of Related Instruction	304,128
— State Share of Related Instruction Costs Per Individual Per Instructional Contact Hour	$ .90
— State Costs Per Individual for Related Instruction	$129.60
— Total State Costs for Related Instruction	$273,715
— Estimated Average Cost Ratio of Related Instruction Between Employers/Program Sponsors and State of Maryland (Employers: State)	$6 to $21:$1

NB. In some cases, apprentices are charged fees by employers for related instruction costs.
In some cases, employers/sponsors bear all costs of related instruction.
*Statistics indicate the total number of individuals who registered as new apprentices during SFY '85.

REGISTERED APPRENTICES*



*Indicates the total number of individuals who participated in employment training programs as registered apprentices during SFY '85.

WORKLINE

Dial the telephone number that answers your questions about jobs, unemployment insurance, and the labor market.

Nobody likes to be put on hold. You want answers to questions as easily and quickly as possible. The Department of Employment and Training's (DET) new audiotape library, WORKLINE, gives information on unemployment insurance, the labor market and employment and training programs, 24 hours a day. You can get this information by simply dialing 1-800-DET-WORK.

TAPES AVAILABLE ON DET SERVICES

WORKLINE has a large selection of tapes describing DET's major programs. Most of the tapes take two to five minutes to hear and are valuable sources of **information for employers, job seekers, unemployment insurance claimants, and the general public.** WORKLINE topics range from information on tax credits for employers, to resources available for job seekers. Additional topics include specific information on unemployment insurance and the latest data on Maryland's labor markets.

HOW TO USE WORKLINE

1. Dial DET-WORK (1-800-338-9675)
2. Wait for the computer system to request your Identification Number.
3. Then punch in 6655 and the three digits of the tape you want to hear.

EXAMPLE

If you want to hear the tape listing the local DET offices on the Eastern Shore, you would dial 1-800-DET-WORK. The computer system will answer and will request your identification number. You would punch in 6655 and then 102. After the taped message is over, the computer system ends your call. However, you can still call WORKLINE as often as you like. To make using WORKLINE easy for you, this brochure lists the identification number with each tape title.

When you call WORKLINE with a rotary or pulse phone you will get the system operator, between 8 a.m. and 4:30 p.m. Monday thru Friday. Simply tell the operator the number of the tape you want to hear. If there is not a WORKLINE tape to answer your questions, you can call the HELPLINE at 1-800-422-5627 (toll free) to ask for assistance. HELPLINE can answer your calls Monday thru Friday from 8 a.m. to 4:30 p.m. You can call WORKLINE anytime during the day or night seven days a week at no cost to you.

WORKLINE'S SUGGESTION BOX

If you think you've got a good idea for a topic not on WORKLINE, let us know. To reach WORKLINE'S Suggestion Box, Dial 1-800-DET-WORK, then punch in 6655-0000. We want to know what topics would be useful so we can add them to the WORKLINE library. We appreciate your call and your suggestion might help others as well.

WORKLINE	HELPLINE	Suggestion Box
1-800-338-9675	1-800-422-5627	1-800-338-9675
(DET WORK)		6655-000

WORKLINE TAPES

Number	Title
	Local DET Office Directories
6655-101	Baltimore Metropolitan Area
6655-102	Eastern Shore
6655-103	Northern and Central Maryland
6655-104	Southern Maryland
6655-105	Maryland Suburbs of D.C. and Western Maryland
	Labor Market Information
6655-111	What kinds of employment and occupational information are available from Research and Analysis?
6655-113	The latest employment estimates for the State of Maryland
6655-114	The latest employment estimates for the Baltimore Metropolitan Area
6655-115	The latest employment estimates for the Maryland Suburbs of the Washington, D.C. Metropolitan Area
6655-116	The latest employment estimates for the Western Maryland Area
6655-117	The latest employment estimates for the Eastern Shore and Southern Maryland
	Unemployment Insurance
	Information For Claimants:
6655-121	What is Unemployment Insurance?
6655-122	How much can I receive and for how long?
6655-123	How do I file a claim?
6655-124	What happens if I quit my last job?
6655-125	What happens if I am fired from my job?
6655-126	What if I am not eligible and how do I appeal?
6655-127	What happens in an appeal hearing?
6655-128	What if I am overpaid benefits?
6655-129	What are my responsibilities as a claimant?
6655-130	What happens if I become sick or disabled while receiving benefits?
6655-131	Can I go to work part-time and still collect benefits?
6655-132	What happens if I receive severance pay or pension?
6655-133	What happens to my unemployment checks if I move?
6655-134	What happens if my unemployment insurance claim is audited?
6655-135	What is unemployment insurance fraud?
6655-136	What happens if my check is late or if I don't get a check?
	Information For Employers:
6655-140	Am I liable for unemployment insurance taxes?
6655-141	How is my unemployment insurance tax rate determined?
6655-142	Are all benefits paid to my former employees charged to my account?
6655-143	How can I appeal a decision to pay benefits to a former employee?
6655-144	How can I protest my benefit charges?
6655-145	How can I protest my tax rate?
6655-146	How can I control my unemployment insurance costs?
6655-147	What is the Work Sharing Program?
6655-148	Why does DET conduct audits of business records?
6655-149	What factors affect unemployment insurance tax rates?
	Job Training and Placement Information For Job Seekers:
6655-151	Where do I go to look for a job or job training?
6655-152	What is the Maryland Job Service and how can it help me?
6655-153	How can I use the Maryland Job Service to look for a job?
6655-154	How can the Maryland Job Service help me look for a job if I'm a Veteran?
6655-155	How can the Maryland Job Service help me make a job-finding plan?
6655-156	How can the Maryland Job Service's counseling and testing programs help me find a job?
6655-157	How can the Maryland Job Service's job placement and job development programs help me find a job?
6655-158	How can Job Clubs help me find a job?
6655-159	What is available for youth looking for a job?
6655-166	What services are available to me if I am receiving Aid to Families with Dependent Children (AFDC)?
6655-167	How can I find out about apprenticeship programs?
6655-168	How can the Maryland Job Service help me if I'm out of work because the goods I made are now imported?
	Information For Employers:
6655-150	How can the Maryland Job Service help an employer find the right person for the job?
6655-160	As an employer, how can the Maryland Job Service help me with advertising and recruiting to fill job openings?
6655-161	What are Job Service Employer Committees and how can they help me as an employer?
6655-163	As an employer, how can the Maryland Job Service testing program help me?
6655-164	How can the National Job Service help me find the best employees?

6655-165 How can an employer get a Federal tax credit for hiring certain persons?

6655-169 How can the Maryland Job Service help me if I'm looking for farmwork or I am a farmworker?

6655-170 What is a Service Delivery Area?

Service Delivery Area's Job Training and Placement for:

6655-171 Harford and Cecil Counties

6655-172 Somerset, Wicomico and Worcester Counties

6655-173 Frederick County

6655-174 Baltimore City, Anne Aruncel, Carroll and Howard Counties

6655-175 Allegany, Garrett and Washington Counties

6655-176 Baltimore County

6655-177 Montgomery County

6655-178 Prince George's County

6655-179 Calvert, Charles and St. Mary's Counties

6655-180 Kent, Queen Anne's, Caroline, Talbot and Dorchester Counties

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Business Assistance Information — Job Growth Information

6655-181 State assistance for financing your business expansion

6655-182 1-800-OK-GREEN — Your direct link to Maryland's Business Services

6655-183 Enterprise Zones

6655-184 Affordable housing opportunities for your employees

6655-185 Who does what in DECD

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Messages 6655-181 thru 6655-185 were prepared in cooperation with the Maryland Department of Economic and Community Development.